



www.dallingtonschool.co.uk

Dallington School Admissions Manager

Dallington School is seeking to appoint an experienced Admissions Manager to manage, promote and administer the admissions procedure, from enquiry through to enrolment. As the first point of contact for prospective parents and pupils, the role of Admissions Manager is a vital ambassador for the School and our values. A professional, personalised, reassuring and proactive approach to visits and communication is essential. Close working with Marketing and professional delivery of tours, events, visits and open events underpins the success of this role.

Job details

Working pattern: 32 hours per week all year round
Contract type: Permanent
Salary: £35,000 actual FTE £43,750
Reports to: Head

Objectives

- Develop, deliver and maintain a personalised, efficient, and welcoming admissions service for each family.
- Grow pupil recruitment at Dallington School, maintaining a healthy waiting list.
- Maintain accurate records throughout the admissions process, using the admissions database.
- Provide advice and guidance to prospective parents.
- Report key admissions data to the Head, Bursar, Governors, and Proprietor on a regular basis.
- Work closely with the Office Manager and Head in delivering a seamless admissions service.
- Meet enrolment targets in line with Marketing objectives

Key Responsibilities

- Act as the main point of contact for prospective parents, responding promptly to all inquiries via website, email, telephone, or in-person.
- Ensure a tailored admissions experience from first enquiry to enrolment.
- Maintain admissions pipeline, including track, manage, and analyse all admissions elements (enquiries, visits, registrations, offers, deposits, starters,

and leavers) using the school database and the school's MIS, producing regular reports for the Head and Governors.

- Organise and conduct tours for prospective families, including coordination with the Office Manager for scheduling Head's involvement.
- Database Management, including Maintain accurate admissions data, ensuring up-to-date information throughout the admissions process.
- Building relationships, including liaise with feeder nurseries, SENCo, and staff to ensure effective communication and relationship management.
- Manage admissions files, waiting lists, and ensure accurate class lists. Handle the administrative process from enquiry to final acceptance, including producing welcome packs.
- Assist in organising and attending Open Days.
- Manage inquiries from families relocating internationally, liaising with agents as required.
- Liaise with the DfE and LBI for census data and EYFS updates.
- Ensure marketing synergy by collaborate closely with Marketing to align communications, ensuring a consistent message to prospective families.
- Ensure all admissions processes are compliant with regulations and reflect best practice.

Essential Skills and Experience

- Commitment to the School's ethos and vision.
- Deep understanding of the independent school sector. '
- Ability to be diplomatic, discreet, confidential and professional at all times.
- Exceptional verbal and written communication skills, with a high standard of literacy.
- Excellent time-management and the ability to handle multiple tasks and priorities.
- Experienced in using CRM and MIS databases, with the ability to manage and analyse data.
- Proficient in mail merging and the use of databases.
- Fully proficient with Microsoft Office packages, especially Word and Excel.

Desirable Skills and Experience

- Prior experience in admissions, ideally within an independent school setting.
- Experience working with a Marketing department to align admissions and marketing strategies.
- Strong background in customer service roles, ensuring a warm and professional approach.
- Familiarity with using CRM and MIS systems in an educational context.
- Able to work under tight deadlines while maintaining a systematic and detail-oriented approach.

The duties and responsibilities in the job description are not restrictive and you may be required to undertake other reasonable duties from time to time. Any duties should not substantially change the general character of the post.

Data Protection

The Admissions Manager will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

Safeguarding

Dallington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is subject to all relevant safeguarding checks including satisfactory references, and an Enhanced DBS check.

The postholder will be required to safeguard and promote the welfare of children and young people and follow School policies and the staff code of conduct.

Please note that this is not a comprehensive list of all tasks that the postholder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role as required by the Head.

The postholder acknowledges that they will be working as part of a team, sharing tasks, supporting each other, collaborating to achieve collectively the aims and objectives of the team in the best interests of the School