



THORNTON



**Head of Admissions
(Maternity Cover)
Job Description**

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 375 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. In October 2022, the school received 'Excellent' in all areas in its ISI inspection, with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages' and most recently, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.'

Job Description:

Reporting directly to the Headteacher, the Head of Admissions will be responsible for the school's Recruitment and Admissions processes communicating with prospective parents and pupils, as well as agents, and ensuring the school remains compliant in all aspects of recruitment. The Head of Admissions will oversee all matters relating to UKVI and manage the student database on the school's Management Information Systems. This is a key role in the development of the school and will involve working closely with the Head of Marketing, Communications and Events to ensure the growth of the school.

This is a role that has a significant impact on the development of the school and the Head of Admissions will therefore work closely with, amongst others, the Headteacher, the Bursar, the Deputy Head and the Head of Marketing, Communications and Events. The Head of Admissions will line manage the Administration team and the Marketing & Admissions Assistant. The post holder should expect to travel occasionally in order to fulfil the requirements of the role, not least because the role will require a close working relationship with the Head of Marketing, Communications and Events who, together with the Head of Admissions, has responsibility for recruitment of national and international pupils, working with overseas agents and attending regional and overseas Trade Fairs as required. The role requires excellent organisational skills, with an appreciation of the importance of detail and understanding of compliance. The role also requires flexibility, working outside of stated hours /days when required to maximise recruitment.

Key Responsibilities:

General

- To ensure the pupil recruitment targets are maximised, meeting KPIs set by Governors and Trustees
- To offer an efficient, warm and welcoming professional service to parents, pupils, staff, feeder schools and the wider public interested in joining the school or working in partnership with the school.
- To work with the Head of Marketing, Communications and Events, as well as the wider team in ensuring that Thornton College continues to build on its strong reputation locally and regionally.
- To act as an ambassador for Thornton College actively promoting the College's ethos.
- To manage and ensure efficiency across the admissions and administrative teams.
- To carry out appraisals for all members of the admissions and administrative teams
- To manage a department budget should one be allocated solely to admissions.
- To undertake any training required including annual statutory training.

Admissions

- To work with the Head of Marketing, Communication and Events to develop and implement the college's admissions strategy to deliver on pupil enrolment targets.
- To co-ordinate the admissions process from initial enquiry through to the pupil's first day at Thornton College, providing excellent service and serving as a consistent contact for families and agents.

- To meet with prospective parents or other visitors, giving tours of the school and ensuring prompt and effective follow-up.
- To organise and brief pupil tour guides in conjunction with members of the SLT for open mornings.
- To coordinate pupil taster days and nights in boarding where appropriate.
- To facilitate entrance assessments and interviews, including online testing.
- To liaise with the SENDco regarding pupils needing learning support who wish to be considered for admission.
- To manage all communications regarding registration and admissions, liaising with the Bursary as required in respect of fees, deposits and payments.
- To assist with the Boarding Team on the arrival and welcome into school of new international parents and pupils.
- To ensure all prospective parents receive regular communication from Thornton College.
- To maintain regular contact with feeder schools and boarding agents
- To manage the New Parents section on My School Portal
- To ensure all relevant prospective parents are invited to pertinent events and followed up accordingly
- To ensure all necessary signatures and information are obtained on application, acceptance and registration documents.
- To work with the Head of Marketing, Communications and Events in the recruitment of 'short stay' pupil visits.
- To produce reports for SLT and/or Governors/Trustees on admissions data, including tracking and evaluating KPIs on pupil numbers, acceptance rates, conversion and retention rates
- To complete/ assist with the completion of annual censuses as required by bodies such as ISC and DfE
- To ensure the admissions database is accurately updated and archived in line with regulations.
- To keep an up-to-date record of leavers, ensuring records of next destination is kept and reported to relevant local authorities.
- To regularly review and update the Admissions information on the college website, ensuring it is always accurate.

Compliance

- To be ultimately responsible for all overseas' admissions, ensuring the College is compliant in terms of UKVI visa and Tier 4 sponsorship regulation for international pupils.
- To be the Authorising Officer for the College and the Key Contact for all UKVI enquiries
- To manage all aspects of the UKVI process, ensuring all relevant staff are knowledgeable and confident in their role.
- To manage the SMS system on behalf of Thornton College, ensuring sufficient CAS are logged.
- To lead UKVI inspections on behalf of the school.
- To ensure all admissions documentation and records are compliant with ISI regulations

Events

- To manage all scholarship programmes
- To create a calendar of admission events, such as Open Mornings and 'Meet the Head'

meetings, and assist the Head of Marketing, Communications and Events with promotion

- To attend external marketing events as required, to attract new pupils and network with existing stakeholders.
- To work at two Open Days and the School Fete.

Management

- To line manage the administration team, ensuring each member is confident in their role and knowledgeable about all systems in college
- To organise staffing rotas, including emergency cover and holidays, within the administration team
- To line manage the Marketing & Admissions Assistant.
- To complete CPD/Appraisal documentation across the team.

Hybrid Working

Thornton College accepts that this position can be fulfilled onsite and at home. As such, the opportunity for hybrid working exists. The following conditions must be met:

- Be present for all admissions tours and in-person meetings such as agent visits unless on annual leave
- Be available to process admissions following GCSE results in August. This would usually be the day of results and shortly afterwards
- Attend school premises for a minimum of 3 days per week during term time unless events preclude this
- Attend school premises at least once a week outside of term time.
- Maintain contact with admissions and administrative teams throughout the working day when not on site

Health and Safety

- To maintain an excellent working environment with all maintenance issues dealt with quickly and safely.
- To adhere to all health and safety policies and procedures.
- To be fully aware of all safeguarding procedures, including emergency and security procedures.
- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Additional information:

Salary will be commensurate with experience and qualifications:

Holiday 25 days per year, an additional three days holiday is given between Christmas and New Year in lieu of working two Open days and the School Fete.

Job Descriptions are subject to annual review.

All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.