



Kensington Park  
SCHOOL

## **Admissions Officer (Maternity Cover) – Job Description**

We are looking for an experienced, enthusiastic and highly motivated individual to join a team of three and report to the Head of Marketing and Admissions. The role is a maternity cover from November 2020 to September 2021. The working hours are 8.30am to 5pm Monday to Friday (all year) with the requirement to work occasional weekends and evenings to attend open evenings and marketing events.

The successful candidate will have strong Microsoft Office skills (Word, Excel) and a strong administrative background. The role requires excellent interpersonal, written and prioritisation skills with the ability to meet deadlines. Strong customer service skills is also essential. Experience using SIMS and knowledge of Tier 4 policy is desirable.

### Admissions Officer

- Managing the admissions process for new prospective pupils applying for KPS, working closely with the Head of Marketing and Admissions and the Marketing team to maximise the conversion rate;
- assisting new prospective applicants, in compliance with the school's requirements and the UKVI regulations for international students;
- Creating, monitoring and maintaining accurate student application records; monitoring all international students' data entered on to SIMS to ensure accuracy
- Send out pre-arrival handbook and induction information
- Liaise with the Senior Management Team regularly with updates on subject selection for all confirmed new pupils. Keep track of late starters and liaise with teaching staff with relevant information
- Gather and process arrival details and arrange arrival transfers for new pupils requiring this service
- Check all new students' files and create spreadsheet to highlight outstanding information and documents
- Gather relevant information and provide nurse with new pupils' medical history prior to enrolment
- Monitor any delayed visas or late in-country applications
- Check existing information and update SIMS
- Follow up on any outstanding documents or information and any discrepancies
- monitoring and keeping record of all international pupils' visa status post-enrolment

### Essential requirements:

- Experience of working in school, college or university admissions or marketing
- Excellent customer service skills
- Strong interpersonal skills as well as written and verbal communication
- Confidence and experience in using Microsoft Office skills