

Admissions Administrative Assistant

Job and Person Description

Overall

Ballard is a busy and vibrant school and our hard-working Marketing & Admissions' team have plenty to do. It is a small, dynamic and positive team, whose diverse skill set allows the department to make the most of all opportunities. The department is led by The Head of Marketing & Admissions and includes The Registrar, who manages admissions, a Digital Marketing Specialist and a Marketing Assistant.

This is an exciting time for Ballard, having won Independent Co-educational School of the Year and a new website due to launch before Christmas. Over the last seven years we have rebranded the school and completely changed the way that our admissions' process works, including the introduction of Admissions Days for Year 7.

This is an incredibly busy department and no two days are the same with priorities often changing daily. We don't like to stand still and with our dynamic Leadership Team, we are constantly looking to improve and progress.

With five Open Mornings, multiple private tours, Admissions Day, Scholarships, Transition Day and a whole school Celebration Open Morning, there are plenty of events to plan and be part of. Our Marketing Team run a multi-faceted social campaign, a weekly newsletter, enter a number of awards, keep the website updated and support school events to help attract and retain families.

We are looking for a friendly, enthusiastic and hardworking Administrative Assistant to provide administrative support to the Registrar, as well as the Head of Marketing, if required.

Responsible to: The Registrar

Hours: Monday to Friday – 8.30am – 1.00pm (22.5 hours per week).
Term-time (35½ weeks), **including all INSET days plus four additional weeks during the holidays.** The successful candidate would be expected to work the week before Autumn Term starts and the days before the start of the Spring and Summer Terms, as well as the occasional Saturday for key Admission Days, etc.

The School

Ballard is a thriving, co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. Ballard's dynamic leadership has turned 'excellent & outstanding' (ISI) into exceptional. Putting families first, Ballard has pledged to absorb the VAT charge on school fees for the Spring and Summer terms in 2025, before phasing it in gradually over the coming years. With lots of exciting plans in place, there has never been a better time to join.

Ballard has been recognised, once again, by the prestigious Independent School of the Year Awards, by winning their **Co-educational School of the Year Award 2024**. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. We have also reached the finals of the Independent School Association's Award for Fine Arts and Design.

Job Description

The Role

Your responsibilities will include:

- Be a point of contact for prospective parents, providing them with any relevant information, advising them of the admissions process and arranging any meetings and / or TEAMS calls, where necessary
- Understand, embrace and communicate the school's ethos and approach in all communications and interactions internally and externally
- Manage starter and leaver information with other schools and local authorities to ensure compliance, including referencing and safeguarding information requests
- Assist with the administration of Open Mornings and other events e.g. Admissions Days and Scholarships, as required (this will necessitate occasional Saturday morning duties)
- Update our databases in Excel and iSAMS – creating a pupil profile from enquiry to admission and sharing information with relevant personnel when required
- Keep accurate records and manage paperwork as directed by the Registrar
- Help to manage the Registrar's electronic diary (Outlook) and arrange tours for potential pupils
- Provide statistical information as required
- Support the team to reach their annual enrolment targets
- Assist with all admissions communications including creating and sending feeder school flyers and admissions newsletters to potential parents
- All administrative and clerical duties needed to support the Registrar
- Assist with touring potential families around the school and answering their queries

Person Specification

- Competent with the use of Microsoft Office
- Ideally competent in the use of iSAMS and other school software programmes (training can be provided)
- Experience of working in a complex, busy, service-driven environment
- Friendly, open and welcoming manner with all stakeholders
- Ability to act with tact and diplomacy
- Ability to deal with situations of a sensitive nature
- Must be reliable, dynamic, positive, resilient and enthusiastic
- Much of the work is of a confidential nature so the post holder must, at all times, be aware of this and maintain this confidentiality
- Ability to work under pressure at key times
- Ability to prioritise effectively
- Effective team player and ability to work on their own
- Have a real eye for detail and strong proofreading skills
- Patience and understanding are essential, as is a sense of humour
- The post holder must participate in staff training, as necessary, and attend all INSET days.

General Points

- Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children
- Actively seek to implement Ballard's Health & Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
- To undertake any other duties that may reasonably be requested for the smooth running of the school.

Applications

How to apply:

Applicants are asked to complete a Support Staff application form, along with their letter of application, and send it, addressed to the Headmaster (recruitment@ballardschool.co.uk), to arrive no later than 9.00am on **Monday, 16th December 2024**.

Salary: Will be determined according to qualifications and experience

Interviews: W/C 16th December 2024

Start date: January 2025 (or as soon as possible)

Shortlisted applicants will be invited to the school for interviews and will also have the opportunity to see the department and meet departmental staff.

The school retains the right to interview and appoint at any time during the application process, so early applications are strongly encouraged.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the school will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies