



ROYAL HIGH  
BATH

GDST  
GIRLS' DAY SCHOOL TRUST

**Admissions Assistant**

Full Time

Required immediately



## **From Mr Hadrian Briggs, Acting Head**

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Dear Candidate,

Thank you for your interest in the Admissions Assistant post at Royal High Bath (RHB). You will be an essential part of the Admissions and Marketing team and provide support for our student recruitment process from enquiry through to enrolment.

You will find detailed information regarding the role of Admissions Assistant at RHB in the attached Job Description and Person Specification, but I wanted to share some context around the role that our school plays within the Girls' Day School Trust (GDST).

We are part of a group of 23 leading independent girls' schools and 2 academies educating around 20,000 girls in the UK today. We are unique within the group as the only school to offer boarding as well as a choice of IB and A Level pathway at Sixth Form. Our values reflect those of the GDST: Girls First, bravery, excellence, and kindness. RHB has a strong sense of community, where girls are able, committed, and successful but they are also grounded, friendly and great fun. We are incredibly fortunate to work in a spectacular Grade II listed site in the beautiful UNESCO world heritage city of Bath.

We achieve very good results. Last year students were awarded 21% A\*, 65% A\*-B and an average IB Score of 37 points. This year RHB students are already in receipt of 4 Oxbridge offers and 5 places at Medical School.

At RHB, we are entirely committed to providing an outstanding, contemporary, girl-centred education and are seeking to ensure a dynamic learning experience inside and outside the classroom, with plentiful opportunities for girls to try new things and take risks in a safe environment. We also want our girls to develop as happy, fulfilled, and confident young women who leave in Year 13 to pursue their further education of choice be that at university, through an apprenticeship or in the world of work.

We are looking for someone who can bring energy, enthusiasm, and initiative to this busy department. Experience of supporting a sales team would be advantageous but an interest in girls' education in the 21st century is essential. We are looking for someone and who will be fully involved in the life of the school. If this is you, we look forward to receiving your application.

If you have any further questions, please do not hesitate to ask, and thank you again for your interest in this post.

Best wishes,

**Mr Hadrian Briggs**  
**Acting Head**

# Job Description

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Role:	Admissions Assistant
Accountable to:	The Senior Registrar
Responsible for:	Administrative support for the admissions function within the school

## Job Purpose

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The Admissions Assistant will provide administrative support to Admissions team to ensure the recruitment of students, from initial enquiry through to enrolment.

Reporting to the Senior Registrar, the post-holder will maintain an efficient and timely admissions process responding to enquiries and signposting queries professionally. The Admissions Assistant will be part of a team coordinating events and open days and will work closely with the Senior Registrar to ensure the admissions experience, including communications meet the needs of the department.

You will be required to communicate with prospective parents, students, intermediaries, education agents and other key stakeholders throughout the admissions process. There will be a need for occasional attendance at events and recruitment fairs.

This is a Full Time Position which demands a flexible approach to hours.

## Main duties and responsibilities

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The following items are included in the professional duties which the Admissions Assistant may be required to perform under the reasonable direction of the Head:

### 1. Recruitment/Admissions Planning

- Support planning of the annual recruitment/admissions timetable.
- Support the processing of admissions information/data from outreach and marketing/open day events.
- Maintain admissions calendar and ensure website updated annually.
- Maintain process to follow up leads and enquires and prioritise and signpost as necessary.

### 2. Admission Process

- Assist with the management of prospective families through the admissions process from initial contact/enquiry to arrival in school of the new students. This will include managing data entry, tracking, status reporting, liaison and follow-up with parents as well as co-ordinating and delivering

school visits/tours where required to meet admissions deadlines and targets.

- Supporting the Senior Registrar in organising open days, entrance assessment and transfer days, taster days, weekend workshops and scholarship and specialist awards at all School entry points. There will be a requirement to attend some weekend and evening events, for which time off in lieu will be given.
- Supporting the Senior Registrar in guiding parents and liaising with GDST over all bursary applications, scholarship and other awards and in maintaining accurate records of distribution of Scholarships and Bursaries
- Supporting the International Admissions Registrar and Senior Registrar to maintain the overseas agent database and track agent fee commission budget and payments.
- Working with the School Administrator at the Prep School to organise Prep entrance events.
- Managing the Admissions email account and acknowledging all emails in a timely and efficient manner.
- Tracking enquiries made through website, email and via Admissions CRM system and responding appropriately.
- Using our online admissions portal: Admissions Plus for enquiries, registrations and event. Ensuring accurate and complete records for all applicants. Ensuring Admissions Plus and SIMS accurately reflect current applicant status.
- Creating registration files, and subsequent documents, for all new applicants and ensuring records are accurately amended as and when updates are received.
- Managing liaison/correspondence with feeder schools for references and reports; following up until received.
- Managing the administrative aspects of the GDST admissions/fees processes, including liaison with head office, generation of regular recruitment data and reporting of recruitment against targets for Senior and Prep Schools. Produce admissions correspondence to parents for the Senior Registrar.
- Supporting the Senior Registrar in the administration of new student starters, including liaison with academic, pastoral (inc medical) and boarding staff and assisting with production of information packs/handbooks for new parents and pupils.
- Ensuring all data relating to Admissions is accurately recorded and tracked to ensure accurate weekly reporting to the Director of Admissions and Marketing and SLT.
- Assist with admissions-based tasks at the discretion of the Director of Marketing and Admissions, International Admissions Registrar and Senior Registrar.
- Maintain regular correspondence with Feeder Schools on behalf of Director of Admissions and Marketing and the Head of School.

### **3. Reporting and Regulatory Compliance**

- Preparation of documentation for regulatory and management reporting including census return; notification to the Local Authority of admissions and deletions (liaising with the Head's PA for leaver information).
- Maintain SIMS for the Student register and generate data/reports on student recruitment/admissions as required, including updates to status and changes from day to boarding or vice versa.
- Support the Senior Registrar to exercise the School's responsibilities for UKVI Student and Child Student visa applications and maintain the School's sponsorship licence. This will include correspondence, passport checks, entrance exam requirements, database management, fee payments, invoice processing, BRP card collection.

### **General Administrative Duties**

Whilst the core of the role is in support of admissions, there will be a need to work with the wider marketing and admissions teams in their roles and assist in the delivery of school events. There will be a need to provide flexible support as part of the School administration team as required, and during school holidays on a rota basis with other office staff.

### **Safeguarding checks**

All appointments will be subject to two satisfactory references, a Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice

### **General Requirements**

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process

- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars
- Undertake any other reasonable duties required that are related to the job purpose from time to time

## **Review and Amendment**

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This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# Person Specification

Criteria	Essential/ Desirable
<b>Skills</b>	
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, the GDST and external bodies.	Essential
Confident in using all aspect of computer software including, but not limited to, MS: Word, Excel, Forms, Outlook and PowerPoint	Essential
Excellent interpersonal skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
Excellent organisational and time management skills with the ability to prioritise	Essential
Understand the need to maintain confidentiality, given the sensitive nature of data held	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential
<b>Knowledge</b>	
Excellent Knowledge of safeguarding issues as they relate to staff working in schools	Desirable
<b>Qualifications/ Attainment</b>	
Minimum of 5 GCSEs at grade C and above	Essential
<b>Experience</b>	
Experience of providing school administrative support	Desirable
Experience of working in a sales environment	Desirable
Experience in using SIMS or similar database	Desirable
Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interact with pupils	Desirable
<b>Attitudes/ Approach</b>	
Calm, flexible, approachable aptitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure	Essential
Demonstrate commitment to the improvement and development of own performance	Essential
Good listener and empathetic	Essential
Ability to function well as an effective member of a team and to "roll up sleeves" in an emergency	Essential

**The job description should be seen as an indicator of the core aspects of this position alongside the GDST job description. This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

# Our School

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Royal High Bath is an academically selective, independent day (3-18) and boarding (11-18) school for approximately 620 girls. Prep and Senior Schools are both situated on the northern side of Bath, enjoying commanding views of the city and with good access to the A46 and M4. Over 100 boarders aged 11-18 live on the senior site in two boarding houses. The Sixth Form is on the same site as the Senior School and our Prep School is situated nearby in Weston Village, Bath.

Committed to both academic excellence and outstanding care, the School boasts excellent results at GCSE and post 16 level and there is demand for places. Sixth Form students choose between A Level and the International Baccalaureate Diploma Programme. Our latest Independent Schools Inspection report can be downloaded here: <https://www.royalhighbath.gdst.net/our-school/inspections>

We are fortunate to have refurbished our boarding facilities for students in Years 7-11 within the main school building and have a dedicated Sixth Form boarding house for Years 12 and 13 which has an adjoining Café and is located nearby the Sixth Form Centre; we have a stunning Art School, fitness suite, and two Performing Arts Theatres (Sophie Cameron Performing Arts Centre and The Memorial Hall); The Hudson Centre for lectures and meetings; tennis/netball courts, an astro and two well stocked libraries.

We are a Microsoft Showcase School and are accredited with the ICT Mark which recognises our commitment to using the latest digital platforms and channels to enhance learning and have a well-established BYOD (Bring your Own Device) programme.

The Prep School is situated in Cranwell House in Lower Weston which is a Grade II Victorian Mansion. The facilities offer first class opportunities to challenge and stimulate the girls with their learning. Within the main house, which is the base for our pupils from Nursery to Year 4, the girls have access to a 'Discovery' room, a creativity area and music practice rooms. The Hope Building (our stunning new build) houses the multi-purpose hall, creative arts and dance studios and the Year 5 and 6 classrooms. All girls throughout the school use their spacious, well-equipped classrooms alongside the beautiful grounds which offer enormous potential for outdoor learning and exploration.



# Application Process

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Please complete the online application form enclosing a letter to Mrs Sallie Taylor (Director of Admissions and Marketing) to support your application.

The deadline for applications is **12.00 noon, Friday 3 May 2024**.

For further information, please contact Mrs Rebecca Prutton, Heads PA, at [hr@rhsb.gdst.net](mailto:hr@rhsb.gdst.net)

Royal High Bath  
Lansdown Road  
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Website: <http://www.royalhighbath.gdst.net>

## Interviews

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Will be held on **Wednesday 8 May 2024** and will include a tour, a written task, and panel interview.

## Salary

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This is a Regional Level 4 post on the GDST scale and the starting salary will be in accordance with skills and experience from £27,684



# ROYAL HIGH SCHOOL BATH

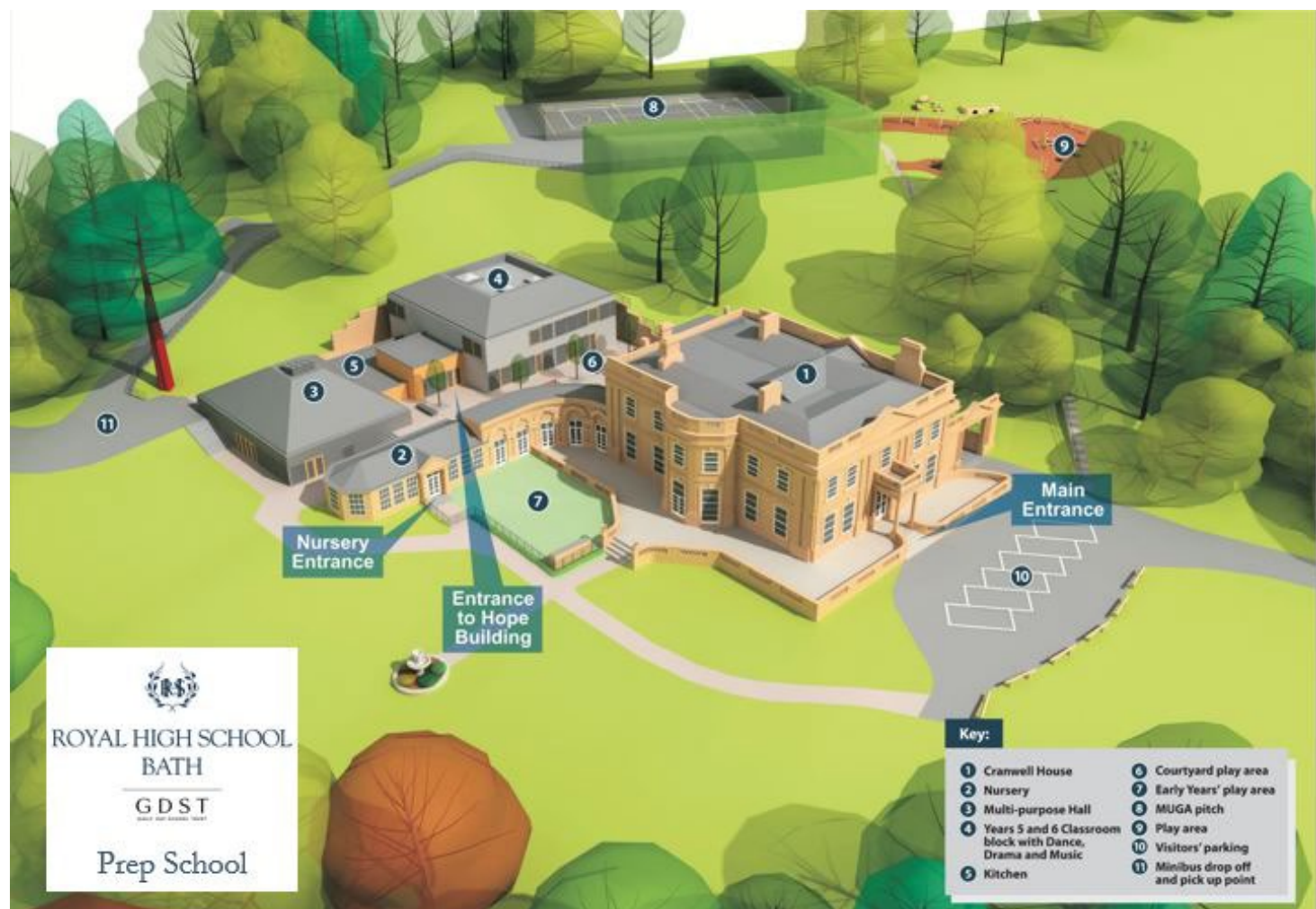
GDST

## Senior School



### Key:

- |   |                                |
|---|--------------------------------|
| 1 Main School Building and Entrance       | 11 Netball/Tennis Courts       |
| 2 Sports Hall and Shop - New Uniform      | 12 Outdoor Swimming Pool       |
| 3 Fitness Suite                           | 13 Woodland Cottage            |
| 4 Art School                              | 14 Evie's Contemplation Garden |
| 5 Memorial Hall                           | 15 New Music School            |
| 6 School House (Boarding up to Year 11)   | 16 Cambridge House             |
| 7 Science Faculty                         | 17 All Weather Pitch           |
| 8 Gloucester House (Sixth Form Boarding)  | 18 Richmond Lodge              |
| 9 Winfield Centre (Sixth Form Classrooms) | 19 Sports Fields               |
| 10 Sophie Cameron Performing Arts Centre  | 20 Front Lodge                 |
- Bus Stop



### Key:

- |   |                                       |
|---|---------------------------------------|
| 1 Cranwell House  | 6 Courtyard play area                 |
| 2 Nursery   | 7 Early Years' play area              |
| 3 Multi-purpose Hall  | 8 MUGA pitch                          |
| 4 Years 5 and 6 Classroom block with Dance, Drama and Music | 9 Play area                           |
| 5 Kitchen   | 10 Visitors' parking                  |
|   | 11 Minibus drop off and pick up point |



ROYAL HIGH SCHOOL  
BATH

GDST

Prep School



**ROYAL HIGH**  
**BATH**

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