



Job Description

Job Title:	Admissions Assistant
Department:	Admissions
Responsible to:	Admissions Manager
Last reviewed:	May 2024

Job Outline

The Admissions Assistant will be responsible for the vital processes and documentation to support all sponsored students at Haileybury. Collaborating with Admissions colleagues, as well as senior staff members; Deputy Head, Head of Boarding and the HMs, the Admissions Officer needs to ensure that the necessary procedures are followed to a clear timetable.

The role requires a willingness to attend Admissions and School events, which will require occasional evening and weekend working.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

Immigration services

The purpose is to ensure the accurate collection of information for the legal sponsorship of boarding pupils and includes the following:

- Collate all necessary documentation required for UKVI/Tier 4 applications
- Work with Admissions staff and the School's immigration services partner, to ensure the Confirmation of Acceptance for Studies (CAS) allocation for Haileybury is accurate
- Liaise and provide advice to families to ensure their paperwork is accurate prior to making a visa application
- Issue a CAS as required and monitor the progress of the application on the Home Office SMS
- Ensure meticulous recording of details for the legal sponsorship which includes;
 - Maintaining records of passports and Biometric Residence Permits (BRP) to ensure these are always up to date. Ensure the agreed BRP and Passport protocol is followed meticulously
 - Liaison with Reception team to ensure a robust process for monthly reminders of expiry dates
 - Maintaining a record of sponsored students

- Monitoring all course completion dates
- Liaising with School Office to ensure maintenance of all records concerning legal guardians
- Maintaining the digital and hard copy files for all sponsored students. Photocopy necessary documentation and ensure all visa related documents are uploaded to iSAMS and a hard copy is put into each student file
- Liaise with the HMs to ensure the travel arrangements for sponsored students are recorded in an annual Travel Log
- Attend regular CPD workshops to ensure full compliance. Brief the relevant stakeholders accordingly on additional or changing requirements
- Key contact with immigration services partners.

Agents

- Maintain records and database of all agents
- Maintain records of agency agreements and action new ones as required
- Initiate the collation of information required for due diligence checks on all agents
- Review monitoring system and process all commission invoices from agents.

Events

- Provide customer service and logistical support at recruitment events including the Boarders Induction Day before the start of the Autumn Term

Other

- Assist with cover for the Admissions team when required
- Commit to professional development through participation in appropriate training to ensure that skills remain up-to-date
- Work in accordance with the School's policies and procedures

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Admissions Assistant

Person Specification

	Essential	Desirable
Qualifications		
Good level of education (minimum A Level or equivalent)	✓	
Knowledge, Skills and Experience		
Excellent organisational skills with the ability to prioritise work and meet deadlines	✓	
Ability to work effectively under pressure	✓	
Excellent interpersonal skills with the ability to interact well with people at all levels	✓	
Excellent telephone manner and written communication skills	✓	
Proficient in Microsoft / G Suite	✓	
Experience of organising and leading on multiple tasks with tight timescales	✓	
Personal Attributes		
Personal warmth with a genuine desire to offer an outstanding service	✓	
A positive and enthusiastic attitude	✓	
A team player	✓	
Reliable	✓	