



Admissions Officer

King's Ely

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Information for applicants

About the School

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. Originally a monastic foundation and then a grammar school by Royal Charter, today it is a thriving independent day and boarding school for around 1000 boys and girls aged from 2-18, offering a broad range of GCSEs and A-levels and from which almost all pupils go on to good universities in the UK and abroad. Most students are day pupils from Ely, Cambridge and the surrounding area, and there are also about 200 boarders with over 40 nationalities represented overall.

The School is subdivided into three sections: King's Ely Senior (age 13-18) and King's Ely Junior (age 7-13), which occupy adjacent campuses and shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which has its own self-contained campus about 400m from the main site.

The main campus extends to around 70 acres in total and comprises several historic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities spanning the thirteenth to the twenty-first centuries, and almost 40 acres of playing fields.

King's prides itself on being an academic school but not an academic hothouse. There is a great emphasis on personal development through an extensive co-curriculum of sporting, creative and performing arts and service opportunities as well as through building positive relationships with others in a tight-knit but outward-facing community. The safety, wellbeing and pastoral care of the whole community is central in what is a happy and purposeful school where our diversity and breadth of talent and ability is valued and nurtured.

King's Ely also plays a key role in the local community. The School is one of Ely's largest employers and also educates the boy and girl choristers of Ely Cathedral. King's is also a proud founder member of the Cambridgeshire Educational Partnership, which numbers twelve local schools working together to improve educational attainment, especially for disadvantaged children. The School also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

King's Ely is a registered charity administered by a Board of Governors. The Principal is a member of HMC and the School is also affiliated to the Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.

Admissions Officer – with focus on International Admissions

King's Ely runs a busy Admissions Department. Interest from UK and International students is on the rise. Its dedicated Admissions Officers are directly responsible to the Director of Admissions and Marketing. The team is completed by the Head of Media and Public Relations and Marketing Manager who work closely with the admissions team. The team shares a strong ambition to deliver a first class enrolment experience for all its prospective families and new joiners. The School is looking for an Admissions Officer, with a focus on international student recruitment, to join the busy and dedicated team.

Principal Responsibilities and duties:

- Handling all stages of the admissions process from taking initial enquiries and questions from prospective parents, distribution of information, organisation of visits and assessments, management of registrations, offers and acceptances and payment of registration and acceptance charges and the assignment of a Confirmation of Studies certificate/visa (as appropriate) to enrolment.
- Ensuring the accurate recording of data relating to the Admissions and Recruitment of pupils (both day and boarding)
- Working as a team alongside the other Admissions Officer to fulfil the process of International pupil application, admission and “on-boarding”, including the required documentation by international pupil applicants, their families and agents to ensure the School’s full compliance with the UKVI Student Visa regulations and guidance for the issuing of a Confirmation of Studies certificate/visa.
- Being responsible for the management, organisation and co-ordination of prospective parent and pupil visitor tours to ensure that the parent and pupil experience is a positive one, including arranging meetings with academic staff as appropriate, preparing briefing information for academic staff for their meeting, and liaison with the Old Palace Receptionist in the arrangements for tour guides.
- Conducting tours of the school if required; to accompany visitors to meetings around the school if necessary.

- Attending UK, and International, recruitment and agent-hosted events to represent the School, to consolidate and develop Agent:School relations.
- Working alongside the other Admissions Officer and the Director of Admissions and Marketing in the maintenance of excellent relationships with parents, guardians, agents and prospective pupils throughout the admissions process and an approachable, prompt and welcoming response to enquiries concerning admissions to ensure an outstanding parent, guardian, agent and pupil experience.
- Assisting the Director of Admissions and Marketing with the preparation, design and production of reports and data as requested, including regular updates throughout the year on the status of enquiries, registrations, applications, offers made and responses received.
- Supporting the Director of Admissions and Marketing in the organisation of pupil recruitment events and the promotion of King's Ely locally and nationally, including attending selected UK pupil recruitment events as agreed with the Director of Admissions and Marketing; and to represent the Director of Admissions and Marketing when meeting prospective parents
- Providing confidential general administrative assistance to the Director of Admissions and Marketing, including answering any telephone calls within the wider department and arranging meetings and appointments for the Director of Admissions and Marketing.
- Supporting the ethos, aims and objectives of King's Ely
- Complying with the King's Ely Health and Safety Policy and Code of Conduct
- Carrying out the above and additional duties and responsibilities if so directed by the Principal or Director of Admissions and Marketing.

Whilst training will be given, experience of International Admissions would be an advantage.

Core skills and Attributes Required:

The successful candidate is required to:

- Demonstrate a high level of attention to detail and an ability to multitask
- Be able to work independently or as part of a team
- Show initiative and grab opportunities when they are presented
- Write effectively and adapt styles of communication when talking to different audiences
- Have an effective telephone manner and be clear and concise in the understanding and sharing of important information

- Maintain an effective and accountable electronic filing system to meet the requirements of stringent audit protocols
- Display an eagerness to learn and an ability to review and to refine best practice
- Share a good sense of humour

Remuneration and Hours

Start date: Ideally as soon as possible (Child Safeguarding/Protection checks dependent)

Working hours: Typically, 8.30am – 4.30pm Monday – Friday with 30 minutes unpaid break, although some flexibility may be required at times. This is a full time all year position.

Salary: In the region of £26,000 per annum

Training

King's Ely recognises the value of training its staff in relevant areas to enable them to fulfil their potential, and to maintain a happy and committed workforce. Some Child Protection/Safeguarding and Health and Safety training would be essential. Training on the Management Information Systems (iSAMs) will be provided.

Benefits

- Enrolment in the statutory auto-enrolment pension scheme. The employer and employee contribution rates for the auto-enrolment pension scheme are currently Employee contribution 5% and Employer contribution of 3%.
- Annual Leave: 33 days' paid holiday per annum, including Bank and Public holidays (3 days of which must be taken during a whole school shutdown at Christmas).
- Limited free on-site car parking
- School lunch provided when at work over lunch time and free hot drinks throughout the day
- Members of staff are entitled to educate their own children in any of the three parts of the school (subject to acceptance). There is a staff discount for children's fees from Reception Year upwards; the total staff discount value for school fees is 50% for full-time staff, reduced pro-rata for part-time staff, subject to an overall cumulative school fees remission limit of 50% of their gross salary. All extra items are to be paid in addition.
- The school offers a private healthcare insurance scheme, which staff may opt to join, at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- Use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer)

How to apply - Completing your [application form](#)

- The school can only accept applications made on the King's Ely Application Form.
- All sections of the [form](#) should be completed as fully as possible.
- You may support your completed application form with a CV, however this is not a requirement. On the CV, you may include a third referee.
- Please accompany your [application form](#) with a covering letter explaining your reasons for applying for this position. Please also give details of how your skills, qualities and experience meet the requirements of the job description and/or person specification. This should be no longer than two sides of A4.
- King's Ely is an equal opportunities employer and all applications are welcomed.
- King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.
- If you are selected for interview, you will need to provide and bring with you proof of identity, birth certificate, documentation confirming your National Insurance Number or your right to work in the United Kingdom and certification of declared qualifications.
- Please email your completed application to recruitment@kingsely.org.

The final closing date for applications will be noon on 20 May 2022. Interviews will take place shortly afterwards.

We appreciate your effort in completing this application and for your interest in working for King's Ely. Please email your completed [application form](#) to recruitment@kingsely.org.

Website: www.kingsely.org **Charity Number:** 802427 **Company Number:** 2440509



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www.kingsely.org