
Queen Margaret's, York

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically but provides an all-round education. Art, Dance, Drama, Music and Sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

School Administrator (Admissions)

The main responsibilities of the School Administrator (Admissions) are to support the Admissions Manager to further the work of the Admissions office at QM under the leadership of the Director of External Relations:

- To support the Admissions Manager with the complete admissions cycle from start to finish
- Using excellent customer management skills, communicate with prospective pupils and their families on a regular basis
- Work with the Admissions Manager on a systematic follow up process for all admissions contacts
- Ensure that the School's admissions database (ISAMs) is updated in an accurate and timely fashion and that the information collated is regularly reviewed and tested for accuracy
- Administer and implement arrangements for visits and tours by prospective overseas parents and girls
- Support the Admissions Manager with the smooth administration of assessment days (examinations, interviews, tours, refreshments, sleepovers)
- Ensure candidates have the necessary documentation to obtain visas, as applicable
- Efficiently administer Tier 4 compliance and ensure that QM maintains 'highly trusted sponsor' status (training will be made available if required)
- Assist with the preparation and distribution of new girls information packs.

In addition to the above the School Administrator (Admissions) will provide support to the Head's PA when appropriate.

The School Administrator (Admissions) will be present on key dates in the School's calendar, including the first day of the Autumn Term, Open Mornings, any day upon which a new girl starts at QM and, by appointment, will be available to meet with prospective parents at reasonable times.

Successful delivery of the role means that the successful candidate must be willing to be flexible with working hours when required and some travel may be necessary.

The School Administrator (Admissions) will:

- Be in tune with the School's aims and ethos
- Understand and support the School's traditions
- Support the benefits of an all-girls, all-round education in a boarding environment
- Be a successful professional in communications or customer care
- Understand the requirement for the utmost confidentiality in the workplace
- Be experienced in an educational or similar environment
- Be confident to approach individuals and gather and retain large amounts of information in a friendly and respectful manner
- Be a highly credible ambassador for the School
- Be able to work effectively with young and old, bringing about change with vigour, good humour and tact
- Be able to accept, and adapt to, the very diverse demands of the role with the ability not to be fazed when tasks are interrupted by the need to change priorities.

	Essential	Desirable
Experience	Experience in customer relationship management	Work in an educational environment Familiarity with the Independent Senior School sector Familiarity with the Tier 4 system
Qualifications		Degree educated Foreign language skills Knowledge of school database systems (ISAMs)
Other skills	Outstanding communicator Work independently Ability to prioritise tasks and work to deadlines Excellent use of English First class proof-reading ability Meticulous with details Ability to stick to brand guidelines	
Personal Qualities	Discretion and strict adherence to confidentiality Relationship building skills Ability to put people at ease Show that nothing is too much trouble Motivation to work with people Ability to listen and learn Proactive approach to work Calm at all times Empathy with young women and parents	
Knowledge		Up-to-date general knowledge of educational trends Insight into development plans for the School Accurate information about league tables, competitors, universities etc

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

- The appointee will receive a salary calculated pro-rata following the School's own pay structure paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay
- The appointee will be required to participate fully in the School's performance review process
- The appointee will be eligible to join QM's own staff pension scheme. This is a contributory money purchase scheme (currently 6% employee and 8.4% employer).
- Meals will be provided during term time while on duty.
- Accommodation is not provided.
- The role is part-time. The hours of duty are to be 32 hours per week on average over the year, to an extent these can be designed to suit the wishes of the appointee but at present must include Fridays and alternate Saturday mornings during term time, this will amount to around 15 Saturdays per year. As mentioned the successful delivery of the role will require the appointee to be flexible with these arrangements from time to time.
- The appointee shall be able to take 33 days holiday (including Bank Holidays) (calculated pro-rata if appropriate) in any one academic year.
- The School's sick leave and absence policies can be found in the Staff Handbook
- This appointment shall be subject to a probationary period of three months complete during which the appointment may be terminated on one month's notice. This period may be extended by notice in writing given before the expiry of the initial period.
- The appointee may, from time to time, be required to do other reasonable duties as required by the Head.
- The appointee is required to give the School three months' notice of his/her intention to leave this post.

Safeguarding:

All staff members have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Queen Margaret's School
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www.queenmargarets.com