



FARLEIGH

Admissions Assistant

Candidate Information Pack

Full-time or part-time, all year round

Starting as soon as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Admissions Assistant at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 3 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Admissions Assistant.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Admissions Assistant

Farleigh School is seeking a highly organised and personable Admissions Assistant to join our busy and welcoming Admissions team. This is an excellent opportunity for someone who enjoys working in a varied administrative role, building positive relationships, and contributing to the smooth running of the admissions process.

As Admissions Assistant, you will play a key part in supporting the Head of Admissions and ensuring that prospective families receive a warm, professional, and efficient service. You will be involved in all aspects of the admissions journey, from supporting marketing initiatives, responding to enquiries and sending prospectus packs, welcoming prospective families into the school, to helping coordinate admissions events and maintaining accurate records.

This role is ideal for someone with strong administrative skills, a warm and engaging personality who is comfortable hosting prospective parents, excellent attention to detail, and the ability to manage multiple tasks in a busy environment.

We are seeking an individual to work full-time all year round; for the right applicant, with the necessary skills and experience, we would consider part-time approaches and /or a different number of weeks per year. Working hours are based on 37.5 hours per week, Monday to Friday from 8.30am to 4.30pm, with a 30-minute unpaid lunch break. Applicants are encouraged to state their desired working hours and pattern in their application.

Job Description: Admissions Assistant

Responsible to: Head of Admissions

Particular Tasks & Responsibilities:

- Assist and interact with colleagues, and prospective and current parents, whilst seeking to maintain productive and supportive relationships with them
- To answer the telephone and take messages for the Head of Admissions
- To respond to general admissions e-mails
- To assist with meeting and greeting visitors to the admissions office/ Reception, offering refreshments
- To send out prospectus packs in response to enquiries
- To assist the Head of Admissions with admissions, offer packs and correspondence
- To assist the Head of Admissions with admissions data entry; ensuring data is entered accurately into relevant databases, and collated for trend analysis by our Governors
- To assist the Head of Admissions and Head of Marketing with generating marketing initiatives and monitoring their success
- To assist in the administration of events in school, such as open days, prize giving.
- To offer support to the School Office / Reception team when required
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the Prep school environment

Person Specification

- Educated to a good standard in English and Mathematics
- IT literate and a confident user of all Microsoft Office programs
- Strong typing skills with high level of speed and accuracy
- Proven organisational skills, with excellent attention to detail, tact and accuracy
- Excellent telephone manner in dealing with a range of callers
- Effective communication skills, with an appropriate manner, whilst demonstrating integrity and confidentiality
- Be able to prioritise and respond in a timely manner, work diligently, with the ability to meet tight deadlines
- Self-motivated, show initiative as a creative problem-solver and be able to think ahead
- Happy to work in a busy, varied and demanding environment, with a cooperative attitude
- Previous experience of working within Education; (Desirable)
- Previous experience of working in a marketing, sales or customer service environment (Desirable)
- Previous experience of using iSAMS or similar MIS; (Desirable)



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment
- 28 days annual leave entitlement, plus Bank Holidays
- Membership of the school's pension, life assurance and income protection schemes
- Access to Employee Assistance Programme with retail discounts
- Free school meals during working hours in term time
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Opportunities to be involved in the wider school community
- Training and development opportunities

To apply for the role of Admissions Assistant, please complete the support staff application form and return to Deborah Jones, the HR Manager at hr@farleighschool.com. Applications will be accepted until the position is filled, therefore early application is encouraged. **Farleigh School reserves the right to appoint at any time in the recruitment process.**

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo appropriate Child Protection Screening, including references from past employers, an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.