

Ruskin Mill Trust (the Trust)

Job Description

Position:	Admissions Assistant
Post Reference No:	RMT10176
Grade:	5:6
Responsible to:	Trust Head of Admissions
Service Area:	Admissions
Location:	Ruskin Mill College, Glasshouse College, Freeman College

Job Purpose

The Admissions Assistant works alongside the Trust Head of Admissions in providing a vital function in being the initial central point of contact for each individual or family enquiring regarding entry of a pupil into the Trust.

The Admissions Assistant is directly accountable to the Trust Head of Admissions for the successful delivery of the post's outputs. The role works extremely closely with the Centre Admissions Managers providing all the necessary administrative support for the role, whilst also having an active role when it comes to contact with prospective parents, attendance at exhibitions, Open Mornings and Evenings and through various marketing events to raise the awareness of the Trust, its facilities, care and educational potential.

In general, the Admissions Assistant is responsible for overseeing the complete admissions administrative process from initial enquiry to the child and young person joining the Trust and will provide administrative support, as required to the Centre Admissions Managers (CAM) and Business Development Managers (BDM). One of the most important aspects of the Admissions Assistant role is to maintain an accurate and up-to-date database (Databridge) of prospective pupils in order to follow up on enquiries in the most appropriate fashion for each family in liaison with the Trust Head of Admissions and Centre Admission Managers. This should include enough information for families to feel that their needs and interests are understood and will be considered at all times. In addition, through maintaining accurate records, the Admissions Assistant will be expected to produce regular reports to monitor the quality and consistency of the admissions process and to provide information for identifying market trends and emerging needs.

The post holder will be required to attend meetings with internal stakeholders and external partners together with other activities as required both during working hours and otherwise.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder will be expected to contribute to the whole life of the Schools and Colleges and Trust, always mindful that our core purpose is to improve the education and lives our children, young people, pupils, students and vulnerable adults.

You may be required to carry out your duties at all Trust premises, some of which are located a distance from the main Trust sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

Assist with the Trust's admissions process in accordance with the Trust's Admissions Policy

1. To support the work of the Trust Head of Admissions with the implementation of the admissions plan and actions contained therein. This will include but not limited to:
 - Meeting with Local authority representatives;
 - Building effective working relationships with support personnel;
 - Working with Parents and Parent Support groups.
2. To handle enquiries; handling information and prospectus requests; tracking the progress of enquiries.
3. Use the Trust's management information system (Databridge); ensuring that all enquiries/records of prospective pupils and registrations including application forms are entered into the database in a timely manner.
4. To communicate with prospective parents, such as creating personal covering letters for each enquiry; ensuring frequent and personal contact with all prospective parents.
5. To ensure that prospective parents and pupils immediately feel a part of the Ruskin Mill Trust community by being included in relevant Trust communications and by being invited to appropriate Trust events.
6. To assist in the admissions team in related meetings and admissions Panels as directed by the Trust Head of Admissions, and to attend and take minutes as required.
7. To be involved in organising the new student induction process.

As required co-ordinate admissions assessments including:

1. To participate in visits to the Trust's sites as appropriate as needed, to liaise directly with staff and pupils regarding tours, ensuring that the tour is designed to meet individual need and interests

2. To assist with the co-ordination of pupil taster days, working with the relevant Centre Admissions Manager, educational, care and support staff to ensure a successful outcome.
3. As directed by the Trust Head of Admissions, to co-ordinate any assessment for entry to any of the Trust provisions; liaises with relevant staff to ensure a successful and harmonised approach.
4. To support the Centre Admissions Managers in making any offers to prospective students for entry if required.
5. As required to assist in the arranging and supporting of day visits for Local Authorities, support personnel, Schools, Parents and applicant students. This will include:
 - Welcoming potential students and their supporters, arranging site tour and interviews with key members of staff;
 - Taking student Photo ID to be entered into Databridge;
 - Writing short report of visits and entering into Databridge for future reference.
6. As directed, arrange and host day and residential assessment visits for applicant students identified by the admissions panel. Hosting involves:
 - Ensure provision of timetable for student to include, speech and language, basic skills assessment, meeting with relevant staff members involved in the assessment;
 - Liaising with relevant parties over issues such as risk assessments and awareness, medication and transport, to ensure that the applicant is both appropriately supported and is able to be assessed accurately;
 - Liaising with the applicant student's parents/guardians or carers;
 - Welcoming and explaining the process of the initial assessment in collaboration with the pre-entry assessor;
 - Maintaining regular contact with the applicant student during the assessment;
 - Explaining the structure of the Trust's Colleges, the Assessment and Recording framework and review procedure;
 - Ensure paperwork is distributed to Education and Therapy and, Residential and Nutrition sections.

Registration of New Pupils

1. As directed by the Trust Head of Admissions, assist with the registration of students for entry to the Trust's provisions, including and maintaining close liaison with the Centre Admissions Managers.
2. In liaison with and directed by Centre Admissions Manager, provide all relevant staff with information about incoming pupils.

Assisting with Open Events

1. As directed by the Trust Head of Admissions, to work closely with the Business Development Managers on the planning, preparation and execution of all Open Events. This may involve dealing with visitors and enquiries other than those from prospective parents. Other visitors, interested educationalists and high profile visitors all need handling with tact and diplomacy. Open Events include:
 - Open Days for the whole or part of the Trust's provisions;
 - Assessment Days;
 - Professionals Days.

2. Actively marketing the college in line with the marketing plan agreed in order to achieve admissions objectives.

Admissions Records and Reports

1. Ensure that all paperwork is updated and filed appropriately.
2. Ensure that information is securely shared with external agencies in line with Admissions procedures
3. Liaison with relevant external agencies e.g. local authorities.
4. To compile and present reports as deemed necessary.
5. To assist with the gathering, editing and collation of reports made during the three-day assessment (this may involve actively encouraging tutors and key stakeholder to write their reports)
6. To gather additional information as required, e.g. medical and psychiatric notes.
7. To produce standard documentation using Databridge and related templates.
8. As directed, draft appropriate additional correspondence for all non-standard offers, e.g. placements where additional support is required; social services or health contributions to term time fees; local authority payment for residential placements during School and College holidays, in liaison with the Centre Admissions Manager and appropriate Principal and/ or Head Teacher.
9. Ensuring that all correspondence is sent out in an appropriate and timely manner, all information on student files to be up to date and accurate.
10. As directed, to assist in the compiling and presenting background information on all new students to relevant staff groups before the student's start date.
11. To assist in welcoming new students and support them in building their key relationships with Student Managers, Residential Managers, residential staff shared lives providers and Tutors.
12. When required, to assist in compiling and completing the case file for each student in order to demonstrate progress against outcomes.
13. Always actively promote the Trust's provision to local schools and other relevant organisations in the wider community.
14. To provide cover for absent colleagues when necessary.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.

5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by the Trust and the Crossfields Institute - Hiram Education and Research Department. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Admissions Assistant has no direct staff responsibility, however, may be required to line manage designated staff.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Admissions Assistant

The following are the criteria that will be used for Shortlisting

Experience, Knowledge and Skills:

- Significant administration experience
- Experience of managing large volumes of data entry and doing first level analyse of the results
- Experience of working on projects independently
- A results driven individual who is self-motivated with the ability to work in a pressurised environment essential
- Experience of working within a complex organisation
- The successful candidate will have clear interpersonal, customer service and relationship building skills while competent with computers and administration processes.
- The ability to build effective and productive relationships both internally and externally with all key stakeholders
- Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris
- Adaptable and shows initiative
- High level of personal resilience

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
2 week induction process	Introduction to Ruskin Mill Trust	For the first 2 weeks of employment	Two weeks
Qualifications / Training	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
Craft	Participation in craft sessions alongside the students	Within 6 months of commencing the role.	Ongoing