



Head of Admissions and Headmaster's PA Applicant Information Pack



beechwoodpark.com



Dear Applicant,

Thank you for your interest in this exciting opportunity.

We are currently seeking to appoint an enthusiastic Head of Admissions and Headmaster's PA to join our happy and dedicated administrative support staff team.

Therefore:

- Are you ready for a new and exciting adventure?
- Are you looking for a new challenge working in a thriving Preparatory School for children from 2 ½ to 13 years of age?
- Are you an ambitious, forward thinking, fun, energetic and caring professional?
- Are you a self-starter, hungry to make a 'real difference' in the future lives of children?
- Are you looking for an exciting new opportunity that will be professionally invigorating, challenging and rewarding?

If this excites you, we would like to hear from you. Please read on for more details...

Best wishes,

Christian Pritchard
Headmaster

A Little About Us...

Beechwood Park is a tremendously exciting, energetic, co-educational preparatory school for children from 2 to 13 years of age, set in acres of beautiful grounds in the idyllic Hertfordshire countryside.

Beechwood Park children are remarkable individuals. They are happy, caring and confident learners that are allowed to make mistakes, without fear of failure.

Our children are genuinely at the 'heart of everything we do' as we develop:

'21st century learners and principled citizens with a caring sense of adventure'.





Job Description

POSITION: Head of Admissions and Headmaster's PA (Personal Assistant)

REPORTS TO: Headmaster **CONTRACT TYPE:** Full Time Permanent Contract

LINE MANAGER FOR: Receptionists and School Secretaries

OVERVIEW OF THE POSITION:

This role comes at an exciting time in Beechwood Park's development with the school in a strong position within the competitive market of co-educational independent boarding and day prep schools. With over 500 pupils, Beechwood Park is one of the largest boarding prep schools in the country. The school is looking to build on this excellent foundation as it moves into the next cycle of its development.

The Head of Admissions and Headmaster's PA leads, manages and is responsible for all aspects of pupil admissions at the school, and works closely with the Marketing Department on pupil recruitment. The postholder also oversees and manages the office services team and is the main point of contact for parents and visitors wishing to meet with the Headmaster.

Strong interpersonal skills are an essential requirement, as are warmth of personality and an interest in the welfare of children. An excellent telephone manner and communication skills are required, along with a personable temperament. The post holder should be comfortable with the ethos of an independent school and enjoy working with children aged 2-13 years.

MAIN RESPONSIBILITIES – Head of Admissions:

- Develop and manage the complete admissions process for the whole school from initial contact to pupil entry.
- In association with the Headmaster and Head of Marketing, develop and implement strategies for maintaining optimum pupil numbers.
- Organise all parental and visitor tours and communicate arrangements to staff as appropriate.
- In conjunction with relevant members of the Senior Leadership Team (SLT), manage and implement the assessment process for prospective pupils.
- In conjunction with the relevant members of the SLT, manage and implement the transition of new pupils.
- Manage the process of contractual Registration and Acceptance Forms and liaise with the Bursary staff regarding payment of registration fees and deposits.
- Manage the admissions information within the school's management information system (iSAMS).
- Manage all written communications and distribution of relevant information to prospective parents until point of entry. Keep prospective parents informed about the progress of their applications, and about school events and news.
- Develop a positive rapport with all prospective parents, children and staff.
- Update and prepare joining literature for new pupils and parents.
- Attend Open Mornings and prospective parent events.
- Maintain links with feeder schools and nurseries.
- Prepare admissions and pupil number reports for the Headmaster and the Marketing Committee.
- Work alongside the Marketing Department to ensure a high profile for the school, demonstrating the highest standards of customer service.
- Input information into the Admissions Register and Attendance Registers promptly and accurately, and ensure the registers are backed up monthly and kept electronically for 3 years as required by the Independent School Standards Regulations. Assist with school inspections as required.



MAIN RESPONSIBILITIES – Headmaster's PA:

- Act as the Headmaster's first point of contact with people from both inside and outside the school.
- Maintain the Headmaster's diary, including external commitments.
- Arrange appointments for current and prospective parents, pupils and staff to see the Headmaster.
- Gather information for the Headmaster in advance of meetings with parents and staff.
- Manage the Headmaster's correspondence.
- Screen the Headmaster's e-mails; reply and redirect when appropriate.
- General administrative matters: type and prepare correspondence.
- Arrange for the Headmaster to visit other schools, organising travel arrangements as required.
- Book meeting rooms as required.
- Attend SLT meetings and prepare the minutes.
- Send information from the Headmaster to staff, parents and governors.
- Manage all pupil records (past and present).
- Arrange practice interviews for pupils with the Headmaster.
- Assist with arranging interview schedules for prospective teaching staff; prepare associated correspondence.
- Organise invitations for Speech Day and other school events.
- In liaison with the Bursar, complete relevant sections of the ISC and DfE annual census.
- Review and maintain Receptionist/School Secretaries' Job Descriptions to ensure duties remain appropriate in providing an efficient service for visitors, pupils and staff.
- Line manage the Receptionists/School Secretaries, including induction and ongoing training as necessary, completing annual professional development reviews, and monitoring their workloads to guarantee efficiency.
- Undertake any other reasonable duties as requested by the Headmaster.

SKILLS AND EXPERIENCE

- Excellent standard of written English and proof-reading skills .
- High levels of technical literacy.
- Sound numeracy skills.
- Strong organisational and administrative skills.
- Flexibility, tact, diplomacy, and patience.
- Ability to work well as part of a team.
- A willingness to use initiative.
- Ability to remain calm under pressure.
- Ability to maintain a high level of confidentiality.
- Desirable - Experience of working in a busy school environment.
- Desirable - Knowledge of iSAMS (the school's management information system).





IN RETURN, WE OFFER THE SUCCESSFUL CANDIDATE:

- A superb campus and a delightful, caring, school environment in which to work.
- Very supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff, and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support, and assistance.

A remuneration package including:

- A competitive salary commensurate with the qualifications and experience of the successful applicant.
- 5% employer contribution to pension.
- 25 days' holiday plus Bank Holidays.
- Group Life Assurance (3x salary).
- Free lunch in the School Dining Room during term time, and staff room refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on children's holiday clubs.
- Free parking.

How to Apply:

1. Download and complete the Application Form from the VACANCIES section of our school website at: www.beechwoodpark.com/beechwood-park-community/work-at-beechwood-park/

2. Please complete the application form in full and use Section 8 to detail your suitability for the position as you would in a letter of application.

Please e-mail your completed application form to: recruitment@beechwoodpark.com

Applications must be received by: 5pm on 16 April 2024.

If you have any questions or queries regarding any aspect of the process, or the position, please do not hesitate to contact us. Visits to the school, by appointment, are welcome.

Our Recruitment Process:

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BPS Staff Application Form and to produce original documentation of relevant certificates and qualifications. The School will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust, and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BPS Child Protection and Health and Safety policies.
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our HR Manager (recruitment@beechwoodpark.com)



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