



## Admissions Assistant (part-time) - Job Description

**Reporting To:** Registrar

**Responsible For:** Supporting the Registrar in dealing with prospective enquiries in an effective and appropriate manner, through the whole admissions process from first contact to arrival at the College.

### Duties and Responsibilities

The list of the main duties below is an outline of the areas of responsibility,

#### 1. Admissions

- Work under the direction of the Registrar across all aspects of the College's admissions process and pipeline management with a view to optimising conversion at every stage of the pipeline and ensuring retention levels are as high as possible.
- Ensure our minimum standards for admissions are met (or exceeded).
- Act as a key brand ambassador for the College, understanding the College's value proposition for prospective students and their parents, agents and destination schools.
- Support the Registrar in building relationships with agents, destination and partner schools and other partners to support enrolments.
- Manage and follow-up leads generated from enquiries and visits from families and agents.
- Follow-up on all online applications to ensure an exceptional service for agents and prospective parents.
- Send out offer documentation, maintain records of responses and coordinate with the Senior Administrator in relation to initiating appropriate follow-up in relation to offer documentation.
- Support on conversion events including tours of the College.
- Ensure a retention approach exists for all 'transition points' within the College.

#### 2. UKVI

- Assist with the administration of the Tier 4 Child Student Visa arrangements.

#### 3. Marketing and Communication

- Supervise the collation and fulfilment of prospectus requests and other promotional literature.
- Contribute generally to the positive promotion and marketing of the College.
- Manage agent contracts (IFE Agency Agreement) and reference requests.



#### 4. Recruitment Support

- Provide an effective service for primary enquiries or indeed supplementary administration calls/follow-up.
- Organise visits to the College by prospective students, parents and agents.
- Support the recruitment team (Principal and Registrar) and colleagues with campus tours and follow-up meetings with prospective students, parents and agents.

#### 5. Data Management

- Manage admissions data on Salesforce for all enquiries and applicants, with particular attention to maintaining accurate and complete records.
- Maintain the agent and destination school database on Salesforce, ensuring all information is updated on a regular basis.
- Maintain accurate and up-to-date paper and electronic files for prospective students, including an accurate record of the status of individual applications on Salesforce.
- Quickly process application forms, acceptances, declines etc. and maintain applicant data on Salesforce.
- Maintain all entry and waiting lists.
- Prepare admissions data for the weekly Enrolment Pipeline Meeting.
- Support the Registrar with the weekly preparation of admissions figures and compilation of ad-hoc reports to the College's Senior Management Team as required.

#### 6. General

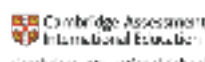
- Prepare materials needed for all admissions events (e.g., fairs and exhibitions), as directed by the Director Global Engagement.
- Attend the weekly Enrolment Pipeline Meeting.
- Undertake such other duties as are required from time-to-time by the Registrar.

This Job Description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in light of the changing needs of the College.

All College staff are expected to:

- Regularly review own practice, set personal targets and take responsibility for own continuous professional development.
- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.

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# BISHOPSTROW COLLEGE

- Support colleagues and their work.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, guardians, parents, agents and colleagues.
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Adhere to Bishopstrow College's policies.

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