



Admissions Assistant at More House School

Part-time, Term-time Only (37 weeks per year) permanent position, starting as soon as possible.

More House School has a strong commitment to excellence in all aspects of its work, and strives continuously to improve. An ambitious strategic development plan provides direction for all departments, building on the school's Ofsted Outstanding reputation.

About this post:

An enthusiastic and highly professional individual, with strong administrative skills and ideally with experience of special educational needs is sought to support the work of the Admissions Registrar at More House School.

Our staff are committed and inspirational, transforming the futures of pupils with literacy and language-related additional challenges, by empowering them.

The School:

Nationally celebrated, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties and Developmental Language Disorders. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for 490 day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A Level, above the national averages. A majority of our Sixth Form leavers progress to their university of choice.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. All boys who attend More House are individually timetabled, with many receiving support through the on-site Learning Development Centre and its qualified therapeutic staff. Judged 'Outstanding' by Ofsted in its last five school inspections, our most recent full inspection (March 2019) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the sub-sections of the report. In January 2022, Ofsted carried out a routine inspection of the School's residential, health and safety, and safeguarding and welfare provision and judged this also as 'Outstanding'. More House is CReSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and the Boarding Schools' Association.

Approximately 60% of pupils have their places at the School funded by a local authority, and are the subject of an Education, Health and Care plan. Currently, more than thirty different local authorities have pupils placed in the School. The remainder of pupils' places are funded privately by parents and extended families

The school is set on a wooded hillside in nearly thirty acres of the Surrey Hills Area of Outstanding Natural Beauty on the Hampshire/Surrey border, and attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away.

In recent years, the School has refurbished and extended its boarding facilities, refurbished its eight Science laboratories, built its School of Engineering and CAD facilities, and opened a new Humanities block and School Chapel. Autumn 2017 witnessed the completion of our brand-new library and Media



Studies centre, and growth in learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching, and independent study. In the current academic year, we hope to commence work on a substantial project to improve the School's facilities for sports. This project forms one element of a much more ambitious strategic development plan realising our organisation-wide commitment to continuous improvement in all aspects of our provision, including the campus, and expanding our outreach work training other professionals.

The school provides a high level of support and training for all staff, promoting employees' career-development and efficacy in helping pupils to overcome the potential barriers to achievement posed by their difficulties and vulnerabilities. The school also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

General key responsibilities

Responsible under the Bursar / Headmaster and reporting to the Admissions Registrar for promoting and facilitating entry into the School for children whose needs can be met effectively in accordance with the School's Admissions Policy, with regard to the School's provision, purpose and capacity for each age-group as determined by the Headmaster and Board of Governors. The performance of other duties as deemed appropriate by the Headmaster / Bursar.

Specific duties include:

- ◆ Provide at all times a welcoming and professional service for all in contact with the Admissions department.
- ◆ Assist the Admissions Registrar in the coordination of admissions assessment process, in accordance with the School's Admissions Policy, liaising with the Headmaster, the Director of Assessment and Therapy, the Head of Boarding, the Bursar and other professionals, ensuring all parties receive accurate information in a timely manner to aid the process.
- ◆ Identify and communicate to applicant parents as early as possible indications of incompatibility between the needs of the prospective pupil and the School's provision and purpose.
- ◆ Communicate the findings and outcome of the assessment process to the parents applying for the admission of their child, taking responsibility for obtaining and collating information from professionals involved, and for preparing and sending letters from the Headmaster confirming the outcome.
- ◆ Maintain accurate records of all admissions enquiries and progress of the admissions process using the school's Management Information System (ENGAGE).
- ◆ Assist the Admissions Registrar in maintaining the School's Admissions Register, ensuring accuracy and compliance with applicable regulatory and School requirements.
- ◆ Provide accurate and timely reports as required.
- ◆ Support the Admissions Registrar in reporting to the local authority and other bodies as necessary, pupils joining and leaving the School roll, mindful of stipulated time frames and formats.



- ◆ Ensure the protection of all personal data relating to pupils admitted to the School, and to those applying for entry, in accordance with the School's Safeguarding and Data Protection policies.
- ◆ Encourage, as far as possible, the receipt of written confirmation of acceptance, and the timely return of joining papers and registration fee, from parents of children offered a place or, where applicable, the placing local authority.
- ◆ Ensure parents of pupils expected to join the School roll receive all relevant and necessary information to support their preparations, in a timely manner.

Relationships:

- ◆ The post-holder is responsible to the Bursar in all matters, and reports to the Admissions Registrar. They will develop relationships with the Headmaster and members of the Senior Management Team such that they are confident in the service provided by the Admissions Department.
- ◆ The successful applicant must also interact effectively on a professional level with colleagues, and seek to establish and maintain productive relationships with all.

The above list of duties is not exhaustive, and the post-holder may be required to perform such other duties as may be, from time to time, deemed necessary by the Headmaster or Bursar. This is a non-residential post.

Full training and ongoing mentoring in the role is provided, together with a comprehensive induction programme. Ongoing professional development is supported through INSET days and other training opportunities.

Lunch is provided free of charge, daily, as is parking within the school's beautiful grounds.

Person specification

Essential

Desirable

Qualifications

A good set of GCSEs or equivalent, including English and Mathematics, and Further Education qualifications.

A degree or other higher qualification relating to education, child development or care.
Teaching qualification or therapeutic qualification.

Skills and Experience

Excellent standard of written English, numeracy and attention to detail.
Keeping accurate and contemporaneous records, and dealing appropriately with sensitive and confidential information.

Experience of working in a similar role, preferably in a school, college, healthcare or not-for profit setting.
Inputting, updating and maintaining records on a database.

Experience of administrative work.

Previous employment within a school admissions department.



IT-literate with good working knowledge of Microsoft Office 365, in particular Outlook, Word Excel and Powerpoint. Confidence using IT to communicate.	Knowledge of school-based management information systems or experience with other management information systems.
Excellent time-management and prioritisation skills, and ability to work under pressure and to deadlines	
Strong commitment to the values and ethos of the school as described on the school website.	
Personal Attributes	
Strong sense of humour, optimistic enthusiasm and inclination to embrace challenge.	Evidence of resilience and professionalism in the face of challenge. Ability to identify and respond with appropriate initiative to new challenges.
Provides courteous and high standards of customer service and maintains calm under pressure. Communicates effectively with staff, prospective parents and other stakeholders.	
Able to work both independently and as part of a team	

Hours

9.00 am to 3.00 pm Monday to Thursday, 24 hours per week, 37 weeks per year during term-time, and including the first week after the close of the Trinity (summer) Term (Founder's Day) and the first week before the start of the Michaelmas Term (September).

The successful applicant will also be required to attend INSET training days, and School functions such as Founder's Day, as necessary.

Remuneration and support

The post-holder will report to, and be supported by, the Admissions Registrar, and be responsible to the Headmaster and the Bursar.

Annual salary: Extremely competitive, and in accordance with qualifications and experience.

- Pension;
- Sick-pay;
- Employee Assistance Programme;
- Free on-site parking within the School's beautiful grounds;
- Excellent lunchtime meals at no cost in the School's refectory;
- Comprehensive induction programme offered, and ongoing professional development supported through INSET days and training opportunities.



Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may be expected to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the school is that of ensuring the effective Safeguarding of all children and young people, through adherence to the School's policies; full training is given.

To Apply:

Please submit a completed application form, for the attention of the Bursar, Mr Stephen Johnson, to Mrs Faye Carpenter, the HR Manager, at hr@morehouseschool.co.uk or by post to:

More House School
Moons Hill
Frensham
Farnham
Surrey
GU10 3AP
Or via the website: [More House School - Vacancies](#)

Interested candidates are welcome to make an appointment to visit the School for an informal visit.

Closing date for applications: Friday 12th August 2022

Interviews expected to be held on: TBC

Should suitable applications be received in advance of the closing date, the School reserves the right to short-list, conduct interviews and make an appointment earlier than the above closing date. Those interested in applying for the post are urged to submit their applications early.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed. More House School is firmly committed to safeguarding and promoting the welfare of children and young people.

Registered Charity No: 311872 Moons Hill, Farnham, Surrey, GU10 3AP