



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Admissions Assistant

Information for prospective
members of staff



Appointment of an Admissions Assistant

St Joseph's College is seeking to appoint an Admissions Assistant. This is a full-time, term-time role with an additional 20 working days to be spread over holiday periods. The position is for a September start.

The post is a permanent position.

The closing date for applications is **noon on Wednesday 22 June 2022** and shortlisted candidates will be invited for interview shortly after this date.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College.

I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Laura Stotesbury
Head

Reporting to: Head of External Relations & Admissions

Purpose of the Job

The Admissions Assistant is the first point of contact for all admissions enquiries and is responsible for:

- Day to day processing of enquiries and bookings on SIMS CRM system
- Co-ordination of open mornings, entrance assessments, induction events and taster days with the Admissions Officer and Marketing Officer
- Conducting tours of the College
- Supporting the Admissions Officer and Head of External Relations & Admissions with their duties

This is a hands-on role, requiring a variety of skills. An excellent communicator (both verbal and written), you will be able to support a smooth admissions process from initial enquiry through to admission to the College. Excellent IT skills are a prerequisite as the role requires use of databases/CRM systems with a high level of accuracy, consistency and integrity.

Whilst direct experience of a similar role will be helpful, we are equally keen to hear from applicants who have the right skill-set and are looking for a new challenge. You will have demonstrable organisational skills, possess initiative, be innovative and outgoing and enjoy working in a team and communicating with a wide range of stakeholders and external partners. The nature of this role requires a flexible attitude to work. Occasional after hours and weekend work will be required, but plenty of notice will be given.

The successful applicant will take a proactive approach and be able to work on her/his own initiative and prioritise effectively. She/he will have excellent communication skills, good levels of stamina, loyalty and a lively sense of humour.





Areas of Responsibility

- Support the enquiry-to-admission process, including accurately entering initial enquiries from prospective families on the SIMS database, entering subsequent registrations and following up payments of the registration fee and deposit on acceptance of a place
- Respond to telephone and email enquiries promptly and ensure that the 'communications' section of SIMS is updated at every stage
- Generate personalised prospectuses (digital and print) on the Unify system when requested by prospective parents
- Arrange visits for prospective pupils and parents, including follow-up mailings and invitations to events
- Arrange prospective parents' meetings with the Head or the College Deputy Head (Prep), including managing times in their diary in conjunction with the Head's PA or the Prep Office
- Support the Admissions Officer in arranging entrance assessments, taster days and induction days for prospective pupils
- Work with the Marketing department on aspects of open events, including the annual Open Evening for the Senior School, and greet visitors and answer queries where appropriate
- Assist with the organisation and running of the Senior School interviews in November and Entrance Assessments in January to help greet and register pupils and to ensure the process runs smoothly
- Support the Admissions Officer with arranging entrance assessments for pupils wishing to enter the College throughout the academic year
- Enter My School Portal Acceptance Form and New Starter information onto SIMS for all new starters
- Liaise with feeder schools regarding reports and transfer records
- Support the organisation of, and attend, the New Parent and Pupil Induction events

Members of staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Conditions of Service

The hours of work are 8am-4pm.

Your contract is for 39.4 working weeks per year, consisting of school term time (normally approximately 35.4 weeks including training days), the remainder being spread over the school holidays in accordance with the pattern of work and by agreement with the Head of External Relations & Admissions to ensure admissions cover during the holiday periods.

The post is a permanent position.

The contract for the post is for a total of 45 weeks per annum, which includes 5.6 weeks paid leave, including public and bank holidays which you are required to take as they fall during the year.

There are a small number of weekend and evening commitments during the course of the school year, which form part of the total working time included above.

The post holder will receive a negotiated salary, depending on experience and qualifications. The College has a pension scheme in operation.

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	Good general level of education	Experience of an administrative role
Skills and Attributes	<p>Outstanding communication skills, both verbal and written</p> <p>Strong people skills with clear ability to develop relationships with key stakeholders at all levels</p> <p>Collaborative with the ability and desire to work well as part of a team</p> <p>Outstanding attention to detail and accuracy</p> <p>Working in a professional office environment and with confidential data</p> <p>Excellent time management skills</p> <p>Strong IT skills</p>	<p>Active use of databases and/or Customer Relationship Management (CRM) systems</p> <p>Use of Microsoft 365</p>
Personal Qualities	<p>Articulate, confident and able to represent the College in a professional and friendly manner</p> <p>Ability to work independently and proactively</p> <p>Forward-thinking approach</p> <p>Ability to work calmly under pressure</p>	
Other Requirements	<p>Fully supportive of the College's Catholic tradition</p> <p>Able to promote the image of the College through an articulate and confident approach</p> <p>Commitment to safeguarding and wellbeing of all pupils</p>	Commitment to the whole life of the College



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Missions and Aims

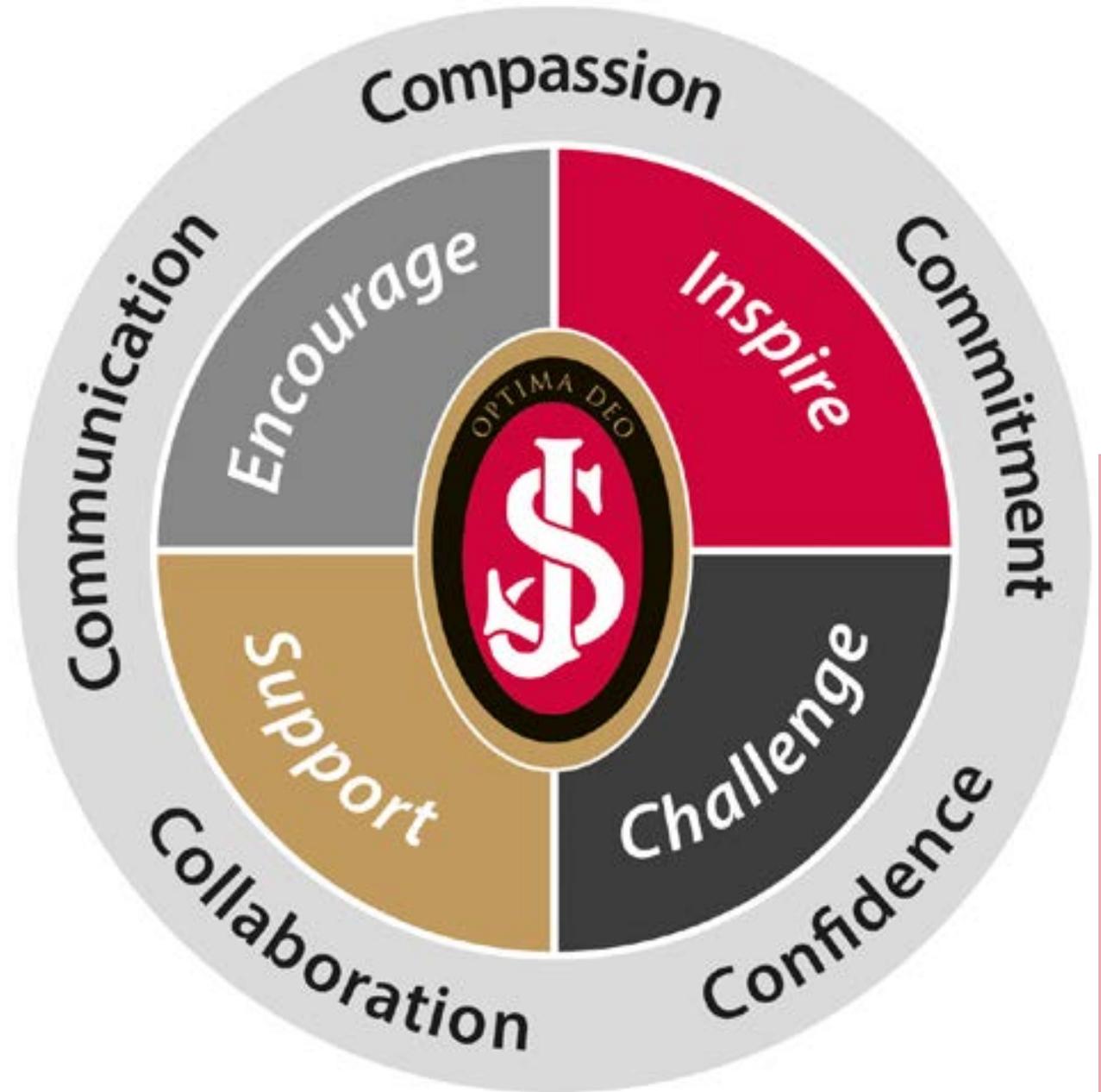
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and pupils and amongst the pupils themselves are friendly and supportive
- The Senior Leadership Team share a clear vision for future development





Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

Pension

The College participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date for applications is noon on **Wednesday 22 June 2022** and interviews for shortlisted candidates will take place shortly after this date.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, a current driving licence including a photograph, and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

