



# MOUNT KELLY

Boarding and Day School  
Boys and Girls, Aged 4-18

## **Marketing and Admissions Assistant**

The Marketing and Admissions Assistant provides essential administrative support to the marketing and admissions functions of the School.

The position holder is managed by the Head of Marketing and Admissions.

### **Duties and Responsibilities**

#### **Marketing Administration**

- Assist with any marketing projects as required
- Support all workstreams of the marketing strategy with any administrative tasks as required
- Calendar management: scheduling meetings, appointments and events
- Project coordination: assist in the execution of marketing campaigns and projects
- Manage marketing records
- Prepare regular reports on marketing performance and metrics
- Ensure compliance with marketing regulations

#### **Admissions Administration**

- Send out prospectuses and other relevant literature as requested by Admissions Managers
- Administer registrations and applications
- Maintain relevant records and statistics on the School's management information system
- Liaise with the School Administrator and Transport Administrator to assist with airport transfers
- Assist with bulk emails and collation of responses
- Assist with sending out relevant information at the start of term for new joiners
- Assist with collating information for the Parent Portal
- Ensure that Year Lists are correct and distributed appropriately
- Maintain up-to-date leavers' information
- Record the data for the admissions funnel and produce reports as requested

#### **Overseas Admissions**

- Maintain accurate lists for UKVI of all pupils with visas and those subject to immigration control
- Liaise with Sable, the School's immigration advisors, to assist with visa applications as directed
- Check attendance records weekly during term time and monitor absence for all pupils on visas
- Ensure that Houseparents maintain records of travel and residence details of all pupils on visas
- Ensure guardianship agencies for overseas pupils are recorded
- Issue pro-forma letters as required for overseas pupils applying for bank accounts

## Personal Specification

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• A high level of organisational and administrative competency</li> <li>• Excellent interpersonal and communications skills; ability to establish good links with pupils, parents and staff</li> <li>• Good oral skills and a sound command of written English</li> <li>• Demonstrate an outgoing, confident, affable and positive personality</li> <li>• Be a team player</li> <li>• Be committed to supporting Mount Kelly in its mission and purpose</li> <li>• Be a pro-active person of integrity and drive</li> <li>• Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction</li> <li>• Be a person able to mix easily with people of any culture or background</li> <li>• An excellent telephone and personal manner</li> </ul>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• A good academic record</li> <li>• Good literacy and numeracy skills</li> <li>• Experience of working in a customer focused environment</li> <li>• Significant experience working in an administrative environment</li> <li>• Understanding of the principles and practices of marketing and recruitment</li> <li>• An understanding of good data management practice e.g. Data Protection</li> <li>• Good computer literacy with facility in using Microsoft Word, Excel and database programmes</li> <li>• Knowledge of the School's management system, ISAMS, would be an advantage</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Satisfactorily meeting the School's employment checks: Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK</li> </ul>

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

### COMPASSION

#### **Empathy Tolerance Kindness**

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

### COURAGE

#### **Determination Resilience Grit**

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

### HUMILITY

#### **Modesty Gratitude Selflessness**

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

## RESPECT

### **Courtesy Service Consideration**

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

## COMMITMENT

### **Dedication Loyalty Endurance**

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

## INTEGRITY

### **Honesty Decency Morality**

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.