



Application Pack

for the position of
Admissions Assistant (part-time)

Start date: as soon as possible

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

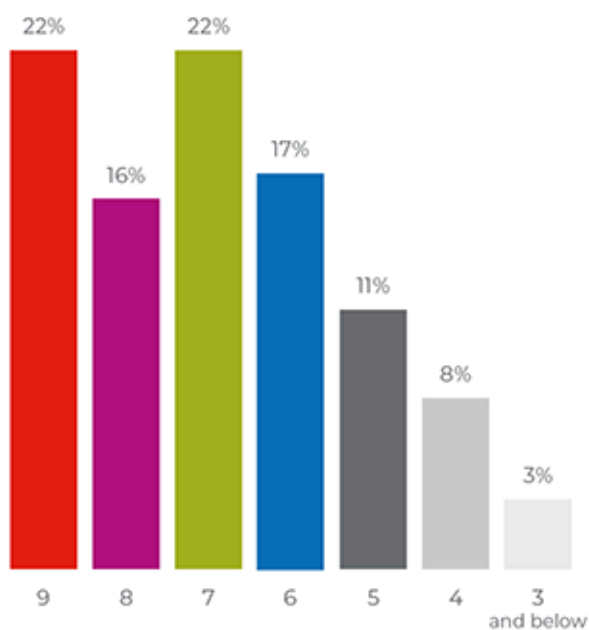
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

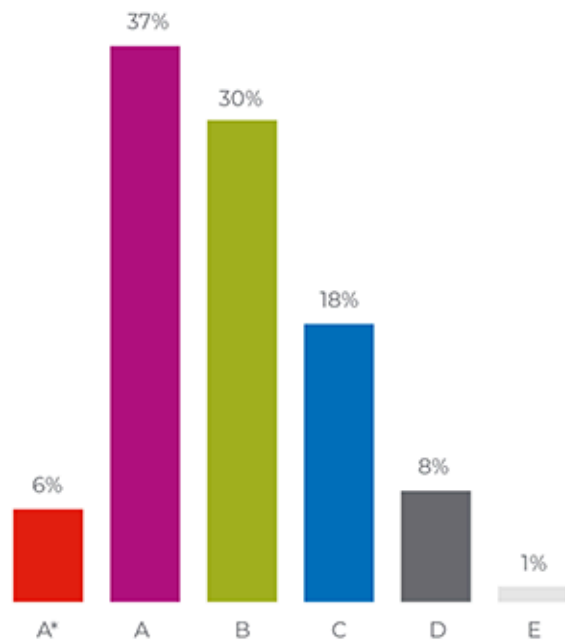


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

GCSE RESULTS 2023



A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.



CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.



All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George’s
combines small-school
cosiness with big-school
facilities. ”

TATLER



The Department

The Admissions Assistant will be part of a team of three staff, including the Director of Admissions, who has responsibility for managing the team. The Admissions Assistant works closely with, and will occasionally take direction from the Admissions Officer.

This will be a varied and challenging post for a candidate with previous administration experience who wishes to be involved in a professional and busy school community.

The role requires excellent organisational and time management skills, the ability to work as part of a team, work under pressure and the ability to multitask.

The candidate must be proactive, flexible and positive. The applicant requires professionalism and discretion and a strong attention to detail. This is an ideal role for someone who enjoys interacting with people and providing a high level of customer service to prospective parents.

The job incumbent will often be dealing with parents who are anxious or demanding and a high level of understanding, sensitivity and patience is essential along with a degree of humour.



Key Responsibilities

- Managing the 'Admissions Diary' for prospective parents. This involves:
 - booking appointments for prospective families with the Head, the Director of Admissions, and organising Sixth Form tour guides
 - booking appointments with EAL/SEN staff where appropriate
 - organising Zoom calls/interviews with Senior Leadership Team, making sure that the Head of EAL is invited where necessary
 - liaising with staff about ad hoc taster visits for prospective pupils, ensuring that the appropriate Shadows have been allocated and girls have been fully briefed
 - running the weekly Visit Diary on a Thursday and circulating the visit diary to appropriate staff on Friday, ensuring that all relevant arrangements and tour guides are in place for the following week's tours
 - running Visit Notes ready to be circulated to relevant staff on a Friday, in advance of the next week's visits
 - preparing bags of relevant literature for visiting families on a Friday, ready for the following week's visits
 - Occasionally deputising for the Director of Admissions or Admissions Officer and meeting with families after they have toured the school to outline the admissions process
 - adding Head's' Visit Notes to SchoolBase following family visits to the school
- Responsibility for replying to email traffic in the 'Admissions in-box'. This involves reading, understanding and actioning requests from prospective parents and Agents and, where necessary, forwarding them to the relevant member of staff or team member. All messages should be responded to within 48 hours
- Responding to parental requests for prospectuses via phone and website
- Capturing data of potential new students and entering on to the Admissions Database (SchoolBase)
- Updating/cross checking information on existing pupil records with information gathered from Registration and Acceptance forms, ensuring all information is accurately input and put within the relevant fields
- Making up new files for registered candidates
- Assisting the annual roll-over of new pupil records on Schoolbase, ensuring that prospective pupils now show as new pupil records. Updating pupil records with information from New Joiners forms



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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

”

MUDDY STILETTOS

- Running regular and ad hoc reports from SchoolBase
- Collating all information from new joiners and cascading information where appropriate
- Maintaining prospective pupil files and archiving where appropriate
- Requesting prospective pupil transfer reports from feeder schools
- Initiating new agency agreements when required and filing references and signed agreements
- Completing CAS request forms for our legal immigration partner for new overseas pupils and Year 11 pupils staying at St George's for Sixth Form study
- Send and collate half termly, and end of term spreadsheets to capture the movement of boarders subject to immigration control to the Housemistresses. Once checked by the Deputy Head, Pastoral, these should be forwarded to our immigration partner
- Collation and scanning of overseas pupils documentation to ensure compliance with UKVI such as birth certificates, Parental Consent Letters, Passport, Vignette, BRP cards. These should also be scanned and saved on overseas pupils' SchoolBase records
- Ensure that BRP expiry dates are logged and managed in the Admissions departmental calendar
- Assist the Head's PA with co-ordinating lunch visits for feeder school Head teachers and Agents
- Assist with the organisation of, and attend Admissions events such as Open Morning, Future Georgians' Day, Education Days, Freshers' BBQ, 11+ Assessment Day and Feeder School What School Next Events. This will involve evening and weekend work
- All other tasks as reasonably required by the Director of Admissions

Person Specification

- Excellent verbal and written communication skills
- Strong and competent IT skills and the ability to use a range of Google and Microsoft packages including Word and Excel (training on SchoolBase will be provided)
- A willingness to learn
- Strong organisational skills and an ability to be able to work independently when necessary
- Keen eye for detail

Desirable

- Educated to A level standard or degree standard
- Smart in appearance with a welcoming and professional manner
- Excellent communicator
- Be a supportive team player
- Be flexible with a 'can do' attitude
- Be able to stay calm under pressure
- Be diplomatic, discreet and confidential at all times

The successful candidate will:-

- Have a professional, helpful and friendly approach in order to ensure a positive image is conveyed
- Be motivated with drive and enthusiasm
- Be resilient and able to cope with the rigours of the busy Admissions and Marketing Department
- Be committed to the School's values and ethos



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS
INSPECTORATE



Salary and Further Information

Support Staff

- a. **Start date:** as soon as possible
- b. **Salary:** The salary range for this role will be between £16,000 - £20,500 per annum based on the hours agreed.
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work:** The successful candidate will be required to work an average of 25-32 hours per week, usually during the School working day (8.30 - 17.00). The exact hours and days worked are negotiable. This is a role that requires working throughout the year ie it is not a term time only position. There will be a requirement to work some evenings or weekends to support School and Admission related events for which time off will be given in lieu. The successful candidate will be entitled to the pro rata holiday entitlement of 6.6 weeks (to include Public and Bank Holidays), of which one week must be taken during the School closedown over Christmas.
- e. **Notice Period:** There will be a probationary period of one year during which time the notice period will be two months. Thereafter, the notice period required by either side to terminate your employment will be one full term.



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Awarded 'Excellent' in all areas in November 2022,
the ISI particularly identified –

“

'Pupils' positive attitudes towards learning
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to recruitment@stgeorges-ascot.org.uk

The School reserves the right to interview and/or appoint at any time during the recruitment process. The position will close as and when a suitable candidate is appointed.

First round interviews will be conducted online with final round interviews in person.

Any queries about this post may be made in the first instance to Kerry Bertram, Director of Admissions (kbertram@stgeorges-ascot.org.uk)

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



25 MINUTES FROM
**HEATHROW
AIRPORT**

UNDER AN HOUR FROM
GATWICK



20%

INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL

GRADED A* - C



99%

PASS RATE
AT GCSE

GRADED 9 - 4

**EXCELLENT
PASTORAL
CARE**

AND ONSITE
CHAPLAIN



★ PRESTIGIOUS ★



GOOGLE FOR
EDUCATION
REFERENCE SCHOOL

**AMBITIOUS
ROLLING
DEVELOPMENT
PLAN**

INCLUDING:

**SWIMMING
POOL**

**COOKERY
ROOM**



MUSIC TECH



**DANCE
STUDIO**

**FITNESS
SUITE**



70+

CO-CURRICULAR

CLUBS



3 OUT
OF **4**

PUPILS
ACHIEVED THEIR

**1ST CHOICE
UNIVERSITY**



**25 GCSE
SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



12

THEATRE
PRODUCTIONS
EACH YEAR



60% DAY
PUPILS

40%
BOARDERS



30

ACRES OF LEAFY
COUNTRYSIDE ON SITE



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www.stgeorges-ascot.org.uk

St George's School, Wells Lane, Ascot, Berkshire SL5 7DZ

Telephone: 01344 629900