



Job title:	Admissions and Communications Officer
Contract type:	Permanent (3 month probation period)
Reporting to:	Lead Administrator
Accountable:	Executive Head
Annual salary:	Negotiable depending on experience of applicant
Hours:	10:00am - 6:00pm Monday - Friday during term time. There will also be a requirement to work during some school holidays.
Applications:	To include CV, recent photograph and letter of motivation to be sent to vacancies@kensingtonschoolbcn.com
Deadline:	Monday 21st September

Working in School and Matters of Confidentiality:

All staff in school are in a privileged position; it is our job to create a caring environment with simple rules to guide the children through their years of education. In most of their eyes all adults in school represent someone they can turn to and someone they can rely on - a heavy responsibility for all of us.

All knowledge gained as a result of being in this position is confidential and should only be discussed, if at all with the appropriate person.

You will be expected to have complete integrity and absolute confidentiality in dealing with all school, financial and planning concerns and in the processing of any staff documentation.

Key Accountability 1 - Enquiries & Admissions

Managing and implementing in an efficient and effective manner all aspects of the pupil enquiry and registration process

- To act as first point of contact for all enquiries, from potential or existing parents, and to refer these to the Headmaster or Lead Administrator as appropriate.
- Process efficiently correspondence relating to the enquiry and admissions process.



- To ensure that the school adheres to standardised enquiry handling protocol as advised by the Admissions Policy and the Admissions Operating Procedure.
- To ensure all administrative office staff follow guidelines for customer care, enabling high values and standards to be maintained at all times.
- To 'Meet & Greet' all visiting parents and organise school tours.
- To process student applications, including obtaining and storing pupil paperwork.
- To use the school database system and ensure that all pupil records and applicants data are complete and up to date.
- Ensure the accurate collection of information for the weekly iSAMS Admissions and Enquiries report.
- Compile follow up letters/emails, including thanks for visit, informal offer of place after consultation with the Headmaster, feedback letter if not enrolling, etc.
- Create letters/emails to parents acknowledging receipt of application, deposit and registration fee, confirming to the Headmaster, Finance Department and relevant teacher.
- Track registration fee and deposit in liaison with the Finance Department.
- Adhere to the school's admissions policy including supervision of entrance and post-admission testing, collection of entrance information and informing staff and EAL as appropriate.
- In liaison with the Lead Administrator, ensure Headmaster, Heads of School and all administrative staff have all the relevant information about students that is necessary for operating the school and office effectively.
- In liaison with Lead Administrator compile paperwork for students leaving the school, including as appropriate:
 - (i) Attendance certificates
 - (ii) Reports
 - (iii) Reference letters
- Verify and maintain documentation regarding
 - (i) School enrolment
 - (ii) Personal data
 - (iii) Medical reports
- Oversee and form part of the planning and organisation of admissions at school in order to meet expectations regarding the number of students desired at school.
- Perform other related duties as required.



Key Accountability 2 - Communications & Administration

Ensure that daily tasks in the school office are completed and pupils, parents and teachers are kept up to date with all relevant information.

- To be the first point of contact for parents, students and teachers and ensure that the needs of students, parents and teachers are dealt with in a timely, professional and courteous manner.
- To complete administration tasks relating to communications with the Kensington School community such as letters to parents, emails and telephone calls.
- Ensure that the school calendar is kept up to date and key information is communicated to students, parents and teachers.
- To assist in the organisation and planning of school events, activities and trips.
- To assist in ensuring that all information about students is kept up to date including personal details, academic and attendance information.
- To assist in ensuring that appropriate materials and stock are available for teachers and students.
- To work with and support the K-Parents in the organisation and running of their events.

Key Accountability 3 - Marketing

Assist the Marketing and Communications Lead to develop and control relationships with the Kensington School community

- Assist the Marketing and Communication Lead in order to enhance and maintain regularly the school website content to ensure it is correct and up to date.
- Support in the collection of images and narrative for the monthly newsletter and the Latest News section of the website.
- Develop and control relationships that will allow the school to develop links in the wider communities.
- To manage parent relationships and increase positive 'word of mouth'



Job related skills, knowledge and experience

Native level of English and a high level of Spanish (B2 minimum)	Essential
Experience of customer care/public relations	Essential
Strong IT skills including G-suite, Microsoft Office (Excel, Word, Powerpoint)	Essential
Good organisational and time management skills	Essential
The ability to work independently as well as an effective team member	Essential
A proactive, friendly and enthusiastic individual	Essential
Analytical Skills	Essential
Prior experience in a school environment or knowledge of the British curriculum	Highly desirable
Prior experience using a school management system such as iSAMS	Highly desirable
Marketing experience	Desirable
Knowledge of the ex-pat community	Desirable

Appointment to this post is subject to providing two satisfactory references, evidence of essential qualifications, proof of right to live and work in Spain and a criminal records check.



**KENSINGTON
SCHOOL**
Est. 1966

Carrer dels Cavallers 31/33 (Pedralbes) - 08034 Barcelona
info@kensingtonschoolbcn.com
93 203 54 57

Headmaster: Mr Michael Bayes BA MA PGCE

Work Related Circumstances

- There will be occasions when attending events outside standard school working hours will be required.
- The key elements of the role may change from time to time depending on the needs of the school.
- All staff are expected to wear professional attire maintaining the high standards in place at the school.