



WESTHOLME  
SCHOOL

Unrivalled Holistic Excellence

CANDIDATE INFORMATION PACK  
ADMISSIONS  
ADMINISTRATOR





# OUR AIMS

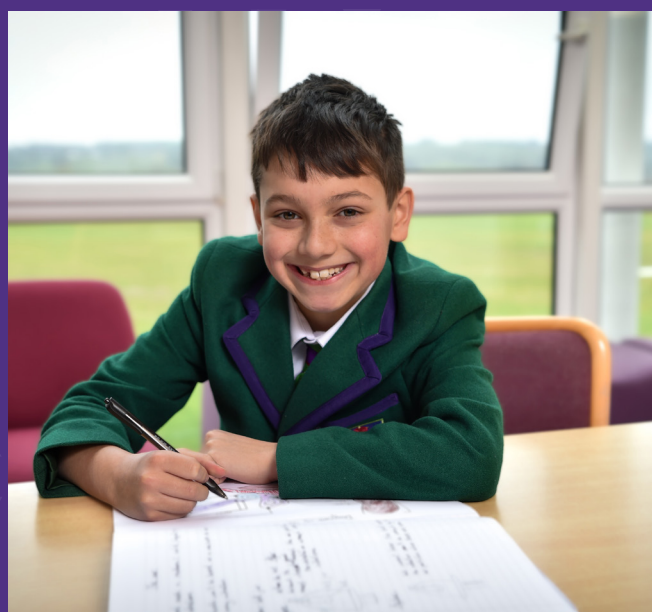
Vibrant, friendly, warm family community where pupils are happy and love coming to school

First-class education of the whole person placing an equal status and importance upon all subjects and activities

Inspirational teaching that inculcates a life-long love of learning and ensures every pupil exceeds their academic potential

Unrivalled holistic educational journey that enables all Westholmians to become the very best, well-rounded version of themselves

Unique workplace-ready philosophy, equipping our pupils with a 21st century skillset, that fully prepares them for life beyond Westholme



## CELEBRATING 100 YEARS OF WESTHOLME

This is a momentous year in our history as we celebrate our centenary. In 1923, Emily Singleton pioneered a new type of education in Blackburn. The visionary grit, determination and aspiration shown by her has been a defining characteristic of all Westholmians throughout the last century.

Academic success in the classroom was a given, but the remarkable ethos of Miss Singleton's vision was rooted in developing the whole child – inside and outside the classroom. This is the ethos that still sets Westholme apart as we instil unrivalled holistic excellence 100 years on.



## MISSION STATEMENT

Unrivalled Holistic Excellence



# WORKING FOR WESTHOLME IS A WONDERFUL EXPERIENCE

**Westholme is an incredible School. Pioneering the future of education, it is certainly a very exciting time to join our innovative, close-knit and supportive family of staff.**



Thank you for considering this role of **Admissions Administrator**.

Our unique educational philosophy is predicated on providing unrivalled holistic excellence, from 4 to 18 years, placing an equal balance on academia, performing arts, sport, creative arts and technology.

A plethora of experiences are offered inside and outside the classroom which fosters kind, confident, well-rounded and happy young people; they really are a joy to teach. One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive at our beautiful, picturesque campus with panoramic views of the Ribble Valley – simply a stunning, inspirational and uplifting place to work every day!

Westholme has invested significantly with our newly constructed state-of-the-art Prep for pupils 4 – 11. The first-class facilities on site offer a stimulating environment to provide unsurpassed experiences for all students from 4 – 18 in our full-sized professional theatre; a new music department equipped with recording studio; contemporary INSPIRED Sixth Form; seven modern laboratories that support the three separate sciences; a 20m swimming pool; 7 hard courts for tennis and netball, a floodlit astro turf, sports pitches, and fully equipped sports hall.

The extensive co-curricular provision is the cornerstone of the education ethos with over 100 clubs, activities and societies every week.

Prep pupils are wholeheartedly empowered to exceed their potential through a ground-breaking curriculum, Senior students develop 21st century skills first through an extensive holistic curriculum and in our INSPIRED Sixth Form, currently the highest achieving Sixth Form in Lancashire, students culminate their journey with incomparable 1:1 support, leadership, networking and entrepreneurial experiences.

Westholme is more than a school and if you'd like to join a highly energised and innovative team, we would love to hear from you!

**Dr Richard Robson**  
**Principal**

**One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive.**

If you have any questions, or would like an informal discussion, please contact our HR department on 01254 506070.

# JOB DESCRIPTION

## Admissions Administrator

<b>JOB TITLE:</b>	Admissions Administrator
<b>CONTRACT:</b>	Permanent
<b>SALARY:</b>	£22,000 - £25,000 (dependent on experience)
<b>HOURS</b>	40 hours per week
<b>REPORTING TO:</b>	Registrar

### Purpose of the Position

This role will provide comprehensive administration support to the Registrar. The candidate will support with the development and delivery of the Admissions function in accordance with the School's strategic aims, alongside the Registrar, and also working closely with the Promotions Team. The successful candidate will provide administrative assistance by managing all enquiries from prospective parents, students, feeder schools, and agents. Ensuring excellent processes are in place, in order to facilitate a truly first-class experience of Westholme, during every stage of the personalised customer journey.

The ideal candidate will possess excellent communication and interpersonal skills, with experience of providing a high standard of customer service. You must be proactive and flexible with the ability to plan workloads, events and projects. It is essential you have strong computer literacy skills with a working knowledge of Microsoft Word, Excel, and the ability to analyse data carefully and pick up new systems quickly.

### Responsibilities and Key Tasks:

- Provide administrative support on forecasts and projected pupil numbers and preparing regular reports.
- Actively update and maintain records of retention and recruitment figures providing a record of changes and status.
- Support the Registrar in analysing data and market trends to ensure the School maintains a strong market share, supporting the commissioning of research where necessary.
- Work collaboratively with the Promotions Team to achieve the recruitment targets
- Proactively support, develop and oversee the School's Bursary and Scholarship programme with the Finance team.
- Support the Registrar in completing responsibilities such as managing SIMs data and liaising with the LEA.
- Proactively support enhancing the standing and reputation of Westholme School, articulating our USP as a leading educational institution, distinct from our competitors through our Unrivalled Holistic Excellence.
- Provide administrative support in collecting, tracking, and analysing of all essential admissions and promotions KPIs.
- Collaborating with the Registrar to improve internal communications and events, in order to enhance parental satisfaction and to retain and maintain maximum student numbers on roll.
- Maintain pupil records and databases as required to ensure information held is current, accurate and easily accessible in accordance with GDPR requirements.

# JOB DESCRIPTION CONT'D ...

## Admissions Administrator

- Work closely with the Promotions Team to connect with and support meaningful relationships with all of our Alumni, ensuring the customer journey continues beyond the end of Sixth Form.
- Support in preparing, monitoring and reporting of all high-level metrics, revising strategies and tactical plans where appropriate.
- Regularly review own practice, set personal development targets and take responsibility for own professional development.

### Wider School Policy

Be aware of and comply with all School policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.

Carry out all duties with regard to the school's policies and codes of conduct.

Participate in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others

**This list is not exhaustive but rather an indication of the main requirements of the role.**

**Closing date:** 1st January 2024

**Interviews:** To be confirmed



**WESTHOLME  
SCHOOL**

Unrivalled Holistic Excellence

# PERSON SPECIFICATION

## Admissions Administrator

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/ EXPERIENCE</b>	<ul style="list-style-type: none"><li>• GCSE grade C or above in English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Marketing / recruitment experience, ideally in a customer-focused industry</li></ul>
<b>KNOWLEDGE/ SKILLS/ABILITIES</b>	<ul style="list-style-type: none"><li>• Strong computer literacy with a working knowledge and ability in Microsoft Word, Excel, SIMs and database programmes alongside an ability to pick up new systems quickly</li><li>• Possessing desire to go above and beyond in terms of communications and customer service</li><li>• Excellent interpersonal skills; demonstrable warmth and empathy</li><li>• Proactive and flexible with the ability to plan workloads and projects ahead of time</li><li>• Self-starter, able to align work priorities with those of the School</li><li>• Collaborative, positive and helpful approach</li><li>• Excellent levels of written and verbal communication</li><li>• Resilient, robust and personable</li><li>• Able to exercise good judgement</li><li>• Tactful and patient in dealing with individuals</li><li>• Strong numeracy skills, able to analyse data carefully</li><li>• Excellent problem solving skills</li></ul>	
<b>OTHER</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and protecting the welfare of children and young people</li><li>• Commitment to equality and diversity</li><li>• Commitment to health and safety</li><li>• Willingness to work occasionally outside of contracted hours</li></ul>	

# DETAILS OF EMPLOYMENT

## Admissions Administrator

The School provides all lunches, tea, coffee etc. and other amenities free of charge in term time and a generous holiday allowance of 30 days plus 8 bank holidays.

Applications should be submitted to HR by **1 January 2024**. Interviews to be confirmed.

**Applicants who have any questions can email**  
**HR:** [HR@westholmeschool.com](mailto:HR@westholmeschool.com)

**Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.**

**Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.**





# WESTHOLME SCHOOL

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## TO APPLY

Please complete the application form  
which can be found on our website

**[www.westholmeschool.com](http://www.westholmeschool.com)**

or email: [HR@westholmeschool.com](mailto:HR@westholmeschool.com)

## TRAVELLING TO WESTHOLME

We are easily accessible on main road  
networks including the M6 and M61.

Car parking is available on site for visitors.

Westholme  
Wilmar Lodge  
Meins Road  
Pleasington  
BB2 6QU  
Tel: 01254 506070

