

Communications & Admissions Officer, Prep School

This is an exciting opportunity for a talented communicator, with outstanding written and verbal communication skills, to take our Prep School's communications, marketing and admissions journey to the next level. The role is varied and will require taking an active role in our busy and exciting school environment, while working collaboratively with all colleagues across the Prep School and with the College's Marketing and Admissions teams.

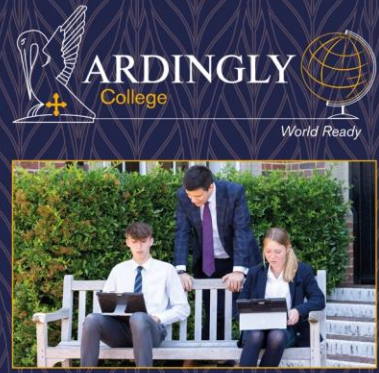
Reporting to the Director of Communications & Marketing, with a dotted line to the Head of the Prep School and the College's Head of Admissions, the Communications & Admissions Officer will ensure that the Prep School communicates effectively with all its key stakeholders.

Key Responsibilities

Communications, Marketing & Social Media Responsibilities

- Work with the Director of Communications & Marketing to strengthen and communicate the Ardingly Prep brand to all audiences, including prospective parents, current parents, feeder nurseries and schools, as well as other stakeholders.
- Lead and support the Head in ensuring all external and internal communications - including parent communications and the Head's weekly newsletter - are timely, effective and consistent with the school's brand and ethos.
- Identify new marketing opportunities to reach the key target audiences for Ardingly Prep in the local area.
- Create and gather engaging content for daily social media posts, weekly newsletters and website news stories, including photographing and videoing life around our busy school.
- Liaise with Ardingly Friends to promote a thriving parent community at the school and ensure all Friends' events are in line with the Ardingly Prep ethos and branding.
- Act as a welcoming and responsive host for visitors to the Prep School, including prospective parents visiting the school and at Open Events





- Working closely with the Marketing Manager, lead on marketing events including Open Events at the Prep School.
- Take action notes at the Head's weekly SMT meeting.

Admissions Responsibilities

- Working with the Head of Admissions, review, personalise and identify ways in which we can improve the admissions journey for our Nursery and Prep School.
- Respond to all new enquiries from prospective Nursery and Prep School parents in a friendly, welcoming and timely and professional way.
- Handle all Prep School applications from Nursery to Year 6 entry. Arrange personal visits, taster/familiarisation sessions and assessment days as appropriate.
- Process online registrations, acceptances and onboarding for all Nursery and Prep year groups, setting up pupil files and mail merging.
- Capturing all relevant prospective pupil data for the Registration database, demonstrating accuracy and a keen attention to detail. Ensure all data is kept secure and up to date.

Full training on social media platforms will be given, plus the opportunities to attend courses to develop creative skills, as well as training on ISAMs for Admissions administration.

The College

Ardingly College is an award-winning independent co-educational school offering an outstanding all-through education to over a thousand children in a beautiful part of West Sussex, with excellent transport links locally and across the South-East.

The Prep School has over 220 pupils from Reception to Year 6, as well as a thriving Nursery. Reception to Year 3 pupils are based in the Farmhouse, and Years 4 to 6 on the main school site in School House. The Prep School lives and breathes the values of *Shaping My World*, through which primary aged children learn to explore the world around them in ways that are adventurous, curious, generous, and ingenious.





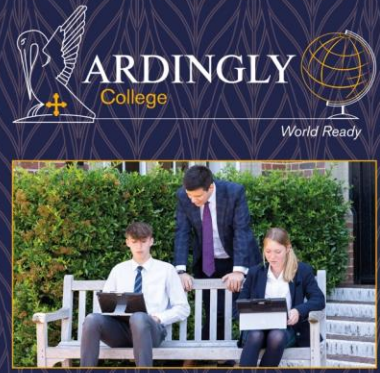
The Senior School has around 850 students aged from 11-18, more than 300 of whom are boarders. The curriculum is designed to be broad and stimulating, with over 25 subjects offered and a choice of A Level, IB Diploma or BTEC courses in the Sixth Form.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided through House staff, the Health & Wellbeing Centre and additional pastoral support such as the Chaplain, DSL, and Mental Health Lead. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding - with their ‘home from home’ at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College was judged to meet all standards and have a “significant strength” in boarding, which is the highest accolade available under the new Inspection Regime.

Academic results are high. The College has been in the top 10 schools in the UK for nine out of the past ten years and is regularly in the Top 50 schools in the UK for A Levels, according to The Sunday Times. While we are proud of these excellent academic results, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme recently won two national awards: The Week’s ‘Best Preparation for Life’ and the Independent School of the Year ‘Best for Student Careers’.

The College offers an outstanding range of more than 150 co-curricular activities and has a proud tradition of participation and achievement. In sports, pupils compete successfully at local, regional, and national levels in the main sports of football, hockey, swimming, netball, cricket, and athletics. Music, Art, and Drama are particularly strong, with exciting events such as concerts at school and in professional music venues, devised and scripted drama performances and exhibitions both by talented art scholars and give-it-a-go artists among the pupil and staff population.





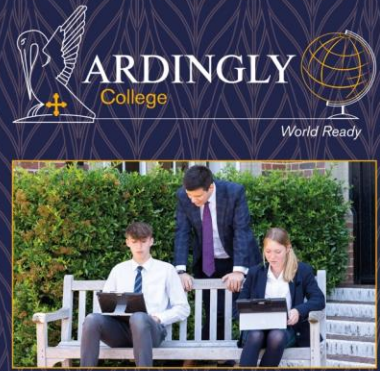
Partnership is integral to the College ethos. Within school this applies to the partnership between teachers and operations staff to maintain excellent standards and quality of provision across the campus. Beyond the school gates, we work with a range of local primary schools, as well as supporting the local community through voluntary action and working with schools abroad in Africa and Asia. The College operates a bursary programme which currently supports over 30 pupils with substantial or full fee remission.

Campus facilities are excellent, with considerable recent investment in the College campus bringing it up to the highest school standards. Recent additions include a new STEM faculty and upgrades to classrooms, as well as major refurbishments of boarding and day houses. A new café and dance studio were opened in 2021 and new Lower School and a third day boys' house in 2022.

Person Specification

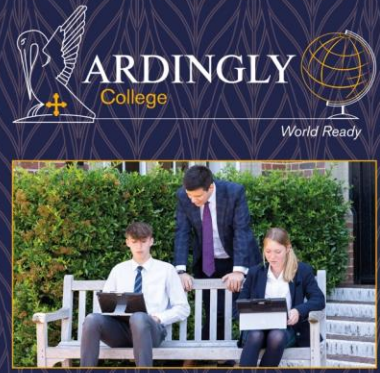
	Essential	Desirable
Experience	<p>Understanding of the local independent Prep School market (eg: either as a member of staff or parent).</p> <p>Creating compelling written and social content and leading social media accounts for an organisation.</p> <p>Building effective relationships with a range of stakeholders.</p>	<p>Prior experience in a Communications or Marketing role.</p>
Qualifications	<p>Educated to degree level.</p> <p>Strong grades in A Level English or other Humanities subjects.</p>	<p>Relevant Creative, Marketing or Design qualification.</p>





	Essential	Desirable
Skills and Aptitudes	<p>Outstanding communication skills – both verbal and written.</p> <p>Accuracy and strong attention to detail.</p> <p>IT literacy, particularly Microsoft 365.</p> <p>An eye for design and creative flair.</p> <p>Excellent time management, organisational and administration skills.</p>	<p>Previous experience of ISAMs or an Admissions data system.</p>
Personal and Professional	<p>Friendly, welcoming and diplomatic manner.</p> <p>Upbeat and positive attitude with a willingness to be flexible and adopt a hands-on approach.</p> <p>Self-motivated and able to work independently and with initiative.</p> <p>Possessing drive and resilience as well a sense of humour.</p> <p>Enjoy bringing people together and creating a network of relationships.</p> <p>Sympathetic to the ethos and mission of Ardingly College as an independent school.</p>	<p>Willingness to contribute to the wider life of a busy school.</p> <p>Willingness to undertake training in relevant areas.</p>





Terms and Conditions

Hours of Work: 8:30am – 4.30pm Monday to Friday, for 52 weeks of the year, although we would be prepared to consider term-time plus three weeks for the right candidate.

Rate of Pay: Will depend on experience, but within the range of £30,000 – £35,000 FTE, pro-rated for term time hours.

Benefits: Staff are eligible for fee remission, are provided with complimentary meals throughout the day and have free use of gym and other leisure facilities. All other financial and wellbeing benefits can be found on our website [Staff benefits | Ardingly College](#)

Application Procedure

Applications should be made via our on-line recruitment system at www.ardingly.com/staff-recruitment/vacancies and should include a covering letter or personal statement outlining the applicant's suitability for the role and the names, addresses and telephone numbers of two referees, one of whom must be the applicant's current employer.

Ardingly College is committed to ensuring the welfare of our pupils and appropriate checks will be made before the appointment is finalised.

The closing date for application is **Sunday 10th November 2024**, although applications may be considered upon receipt.

