



WESTHOLME

CANDIDATE INFORMATION PACK  
**ADMISSIONS OFFICER**





# 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.**



**WESTHOLME**

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

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 astroturf, 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!

**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 Officer

<b>JOB TITLE:</b>	Admissions Officer
<b>CONTRACT:</b>	Permanent
<b>SALARY</b>	£25,000 - £28,000k (depending on experience)
<b>HOURS:</b>	Full Time
<b>REPORTING TO:</b>	Commercial Director

### Purpose of the Position

The Admissions Officer will be sales focused and is primarily responsible for pupil recruitment and the admissions process. They will build strong and lasting relationships with prospective parents and pupils, delivering on objectives to ensure the School operates at full capacity. They shall ensure that all enquirers and applicants receive a positive impression of the School. As a prominent public representative of the school, they will excel in customer service and be a firm believer in the ethos of the School.

The Admissions Officer will play a key part in the planning, preparation and execution of key admissions related public events, such as Open Mornings, exhibition events and Taster Days. They will provide regular updates to the Senior Management Team on applications.

The Admissions Officer will work closely with Promotions Team to develop and foster effective working relationships with academic and support colleagues.

This is a crucial post which is key to the continued growth and development of the School. It is essential that the Admissions Officer has excellent communication skills, both verbal and written, is able to maintain a high level of efficiency and be calm, confident and professional with a variety of audiences.

The Admissions Officer is expected to have a whole school approach and ensure that they understand the importance of school events in relation to termly activities. They will also be expected to attend whole school events to gain a thorough understanding of the academic and pastoral experiences that pupils can expect when coming to Westholme.

The Admissions Officer will have a high level of accountability with the key measures of success, being measured against the effective response to new enquiries and their conversion to parent visits and registrations, along with the flow of pupils between the individual year groups through developing good relationships with all stakeholders.

### Areas of Responsibility and Key Tasks:

The post holder will enhance the standing and reputation of Westholme School, articulating our position as a leading educational institution. The Admissions Officer will be responsible for the admissions process from the initial enquiry until the pupil joins the school. This process will include responsibility for ensuring the entire database is fully utilised to allow relevant records to be accurate and up to date. The statistics generated will help the School to assess the extent to which the strategies employed are useful. The aim is to secure pupil enrolment through:

#### 1. Enquiries

- To provide an approachable and welcoming response to enquiries concerning pupil admissions.
- To oversee the admissions process from enquiries through to prospectus, visits, assessments, offers and enrolment including all general questions, administration and school communications: building up a good relationship with families.

# JOB DESCRIPTION

## Admissions Officer

- Build and maintain for as long as necessary an inclusive relationship between the School and prospective families, identifying any point of interest, ensuring that swift communication is employed.
- Provide information about the School and its mission to everybody who enquires, either by phone, email or face-to-face.
- Gather comprehensive information about each contact with a family in order that the admissions database can be kept up to date throughout the entire process.
- Log all enquiries on the School's Management Information System.
- Maintain effective tracking of new enquiries/applicants through each stage of the admission process: enquiry, pre-application, application, decision (fee payment).

### 2. Visits

- To manage Prep School and Senior School tours, book appointments for parents, and make members of staff aware of the visit.
- Greet families when they visit the School.
- Ensure relevant information about visiting families is made available to the Principal/Head of Prep prior to their visit.
- Follow up all visits by appropriate methods of communication.
- Manage tours of the School.

### 3. Applications

Provide leadership and vision to ensure that the School's admissions practices and procedures are up to date, compliant with all relevant regulations and effectively implemented and that they are seen as dynamic systems that are continually kept under active review.

To liaise with feeder and primary schools to build up relationships and request information on applicants where needed.

Undertake analysis of entrance examination/test results as required.

Assist the SLT with the process of making offers, maintain records of responses, regularly update the Principal/Commercial Director on responses received and initiate appropriate follow up to responses.

To carry out the work involving the application for Scholarships at all levels, internal and external.

Organise events such as, scholarship assessment days, new Pupil Afternoon and new Parents' Evenings. Ensure that parents of new pupils receive relevant documentation; assist with form allocation and prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction.

Work evening/weekends as and when required. Greet families when they visit the School.

Maintain proactive and timely communication with families throughout the admissions process, notifying all scholarship candidates of specific arrangements.

Liaise with the accounts department regarding applications and advise with regard to payment of Registration fees, deposits and monies paid.

Manage tours of the School.

Follow through every application to the point of final acceptance or withdrawal of interest by reviewing application forms, ensuring that all relevant documentation of received, arranging and supervising testing where appropriate.

Contact all applicants on a regular basis with regard to the status of their application, after discussion with the Principal/Commercial Director/Head of Prep.

# JOB DESCRIPTION

## Admissions Officer

### 4. Measurement, Analysis and Forecasting:

- Manage the weekly forecasting of admissions figures in conjunction with the Principal/Commercial Director, ensuring that the pupil forecast is based upon the up-to-date admissions pipeline.
- In conjunction with the Principal/Commercial Director track, manage and analyse all elements of the admissions process including enquiries, visits, registrations, offers, deposits, starters and leavers on the School's systems and produce reports to present to the SLT.
- To record all option choices from prospective students, ensuring that the information is in place to for new students to be added to the timetable and into appropriate sets.
- To ensure that year lists are accurate and up to date at the beginning of each academic year and throughout the year as change occurs.
- To ensure that the Accounts department are made aware of all changes to the School Roll as joiners and leavers are confirmed.
- To produce a monthly electronic copy of the Admissions Register.

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

### Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the Admissions Officer will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

### Confidentiality

During the course of employment, the Admissions Officer will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

### Data Protection

During the course of employment, the Admissions Officer will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

# DETAILS OF EMPLOYMENT

## Admissions Officer

The School provides all lunches, tea, coffee etc. and other amenities free of charge.

Applications should be submitted to HR by **7th October 2024**. Interview date TBC.

**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

## 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

