



# CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

## **Job Description** **High School Admissions Officer & Office Administrator**

<b>Reporting to:</b>	The Business Manager
<b>Hours of Work:</b>	7:45am to 4:15pm with 1 Hour for lunch
<b>Liaising With:</b>	Parents and Prospective High Parents Director Business Manager PS Principal, HS Principal Staff Students

### **The Role**

**The role of High School Admissions Officer & Office Administrator at Cayman Prep & High School is a high-profile position within the school. The High School Admissions Officer & Office Administrator will collaborate closely with key stakeholders in the school, helping make key decisions that directly impact pupil recruitment.**

### **The Purpose**

- Be an ambassador and advocate for CPHS, demonstrating and communicating the CPHS ethos and values in all communications and interactions with prospective parents, pupils, and stakeholders.
- Ensure a professional and welcoming admissions process for prospective pupils and their family.
- To oversee the complete admissions process from Kindergarten to Sixth Form. Ensure the efficient and professional administration of the admissions process.
- Responsible for the management and maintenance of all student data in the Management Information System (MIS) for new and prospective pupils
- To execute the admissions administrative tasks/projects according to the School's admissions process and policies
- Support and attend open events and taster days.

- Manage and communicate the timely testing of students on the CPHS waiting lists.
- Maintain regular contact with the Director, Business Manager and Principals to build and maintain strong relationships throughout the Whole School.
- To manage prospective parents' enquiries and proactively.
- Deal with other office tasks as and when required.

### **Key Responsibilities:**

### **High School Admissions**

- Act as the main point of contact for all enquiries relating to High School admissions.
- Process full and accurate data pertaining to all new students into the MIS, including but not limited to relevant permissions, policies, and health forms.
- Ensure that up to date class, house, contact and any other administrative student data reports are readily available for new students.
- Maintain complete and accurate records on intake of new students/parents and departing students.
- Ensure all student paperwork is filed promptly in hard copy files, where required.
- Liaise with the Data Manager regarding year-end tasks pertaining to students and classes.
- To send out prospectuses and other relevant information and advise parents on the Admissions process.
- Prepare and send all correspondence to prospective families including registration, offer, welcome letters etc.
- Regular liaison with key staff involved in the admissions process.
- Be directly responsible for the entire admissions process end-to-end including but not limited to:
  - Application Process
  - Coordinate school tours/visits. Including attending open mornings to meet and greet potential parents and answering queries appertaining to the admissions process.
  - Liaise with parents on admission enquiries and school placement status.
  - Facilitate and co-ordinate parents/students meeting with Principal.
  - Coordinate student application and placement testing for prospective students.
- Use excellent customer management skills to communicate with and manage relationships with registered students and their families on a regular basis.
- In conjunction with the Examinations Officer arrange and manage testing for students leaving CPHS to attend school abroad
- Oversee the organisation of the Entrance examination and assessment days, scheduling interviews, and including liaison with appropriate Heads of Departments regarding the preparation and marking of entrance examinations and assessments.
- Ensure that the handover of families for the admissions journey to the pastoral and academic staff is managed in a thorough and timely manner with all required information delivered appropriately.
- Provide information relating to trends in admissions and current or emerging recruitment challenges and opportunities with the SLT.

- In collaboration with the SLT, attend and support events to create a strong and positive connection between new and prospective parents and pupils to the High School, including taster days, taster experiences and individual visits.

### **Secretarial Support for High School Principal**

- Manage High School Principal's diary in the scheduling of all appointments, meetings and events and liaise with all stakeholders on Principal's schedule.

### **General Office Administration/Other Responsibilities**

- Assist incoming calls, visitors, students, and staff as necessary, including support with First Aid needs when the School Nurse is not available.
- Serve as school receptionist as needed and either the High School or the Primary School
- Any other duties which may be required by either school.
- Work towards and support aims and ethos of the school
- Support and contribute to the School's responsibility for safeguarding students.
- Work within the School's health and safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance,
- Carry out other duties as may reasonably be requested by the Principal or The Business Manager.

### **Required skills and experience:**

- Excellent oral and written communication skills and the ability to liaise with students, parents, staff, and outside agencies with professionalism at all times.
- Proficient with all MS office products and a high level of general IT skills and understanding.
- Ability to maintain confidentiality and integrity.
- Ability to multi-task and to work effectively in a busy environment.
- Knowledge of school administration
- Excellent customer relations skills with high level of attention to detail.
- Excellent organisation skills, time management and ability to multitask.
- Attention to detail, especially in relation to data management and written correspondence.

### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times.

You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Post Holder Signature: \_\_\_\_\_

Business Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_