

**Job Title:** OCP Admissions Administrator  
**Report to:** Lee Kirby – Head of Admissions

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### **Job purpose**

To undertake and support the Head of Admissions and the Admissions Team in the management, development and implementation of effective and efficient procedures and processes for the admissions at Ashbourne and to contribute to the development and maintenance of an effective and efficient admissions team to achieve Ashbourne's aim to be the leading sixth form college in the UK.

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### **1 Inbox Management and Enquiry Input**

- 1.1 Make sure the Admissions inbox is checked throughout the day and forwarding any necessary emails to the relevant departments
  - 1.2 Responsible for the input of Enquiries via email/website/phone into the Filemaker database
  - 1.3 Responsible for the initial reply sent to prospective candidates from the admissions inbox with the correct canned response; tailoring the email to each individual
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### **2. Initial Enquiry Follow Ups**

- 2.1 Making initial phone calls to prospective candidates to gather more information: subjects, previous school, nationality, D.O.B etc
  - 2.2 Ensuring enquiries are phoned and dealt with promptly and professionally
  - 2.3 Collecting documents and tests as appropriate and creating prospective student wallets as well as marking maths tests and ensuring all other tests are marked by relevant parties
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### **3 Easter Revision Support**

- 3.1 Assist the Head of Administration with Easter Revision
  - 3.2 Input Easter Enquiries into the Filemaker database
  - 3.3 Liaise with Easter enquiries to get their availability and desired courses
  - 3.4 Help assist the Head of Administration with Easter Revision promotional materials
  - 3.5 Ad Hoc Easter Revision tasks for Head of Administration
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### **4 Tours**

- 4.1 Taking prospective candidates, parents and visitors on tours of the College Facilities informing them of relevant programmes
  - 4.2 Keeping up to date with Ashbourne trips and activities to impart information to prospective students, parents and visitors about Ashbourne's extra curricular activities
  - 4.3 Keeping up to date with Ashbourne programmes such as the Medical and Engineering programmes to impart information to prospective students, parents and visitors whilst on tour
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## **5 Document Management**

- 5.1 Making sure prospective student wallets are kept in the relevant folders or trays
  - 5.2 Making sure old enquiries wallets are filed and/or shredded when no longer required by the college
  - 5.3 Weekly check of the current enquiries folders to ensure they are accurate and up to date
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## **6 Stock Check**

- 6.1 Making sure all promotional admissions stock is catalogued and maintained at the proper levels
  - 6.2 Assisting other Admissions team members in the purchasing of stock
  - 6.3 Making sure the admissions room cupboard is kept tidy
  - 6.4 Ensuring USB's for trips are loaded with the correct information and ready to be taken on trips/visits
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## **7 DHL**

- 7.1 Preparing packages to be sent via DHL to various locations for Admissions purposes
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## **7 Ad Hoc Support**

- 7.1 Any other task requested by line manager or principal
- 7.2 Ad Hoc Reception cover as and when required