



St Mary's School

C A M B R I D G E

Admissions Officer

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St Mary's School Cambridge

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18.

Situated in the heart of the academically and culturally vibrant city of Cambridge, the School offers a safe and secure learning environment for girls. A Christian school in the Catholic tradition and founded on the principles of Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education; we provide renowned pastoral care, understanding and individual support that encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

There are 180 girls in our Junior School and 450 girls in the Senior School. A fifth of the girls at the school are boarders. Reflecting the cosmopolitan community of Cambridge, 12% of students at the school are from overseas, from 34 countries. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an active international network of over 200 Mary Ward schools worldwide, presenting many exciting and innovative opportunities for its students.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. The staff are exceptionally dedicated and a very close-knit community and our girls are genuinely delightful.

Admissions Officer

St Mary's Ethos

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18. We have a school role of approximately 650 pupils. A fifth of the girls are boarders. Reflecting the cosmopolitan community of Cambridge, 12% of students are from overseas, from 34 countries.

A Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within. We warmly welcome girls – and staff - of all Christian denominations and other faith and secular backgrounds to join our thriving community.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education: we provide renowned pastoral care, understanding and individual support which, coupled with dedicated academic learning opportunities, encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

This academic year, the School is celebrating its 120th anniversary year. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of just under 200 Mary Ward schools worldwide, presenting the possibility of exciting and innovative opportunities for our students.

Cambridge Location

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically and culturally vibrant city of Cambridge, with the Senior School and boarding house overlooking the University of Cambridge Botanic Gardens.

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School facilities

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub and our new boarding facility, Mary Ward House. We are investing in our playing fields through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with a city rowing club and Homerton College.

Digital Strategy at St Mary's

St Mary's is a digital school. Technology is a means of underpinning St Mary's core purpose and values. It supports the School in its goals through:

- Developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world
- Preparing students for their future by giving them the confidence to work in a digital environment
- Establishing creative teaching and learning environments
- Employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digital using Microsoft 365 as a platform. This is further organised into an interactive learning and working platform through a system called CloudBase. All students in the Senior School and Sixth Form have access to an individual device - either an iPad or Chromebook. This is used in lessons and at home.

High Performance Learning at St Mary's

We empower our all students to aim high which is why we have chosen to become a High-Performance Learning (HPL) school. Academic year 2018-19 marks the second year of our HPL journey and there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. Some may take longer to reach high performance, but most are capable over time. HPL makes the goal of high performance the expectation for all students in and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

HPL significantly improves student academic outcomes, creates students who have the values, attitudes and attributes that enable them to meet the challenges of adult life and enables school to achieve these outcomes consistently. HPL provides a shared philosophy and language for teaching and learning which smooths transition and enables professional collaboration.

Based on research from across cognitive psychology, gifted education and neuro-science, and on 30 years of practical experience of educators in over 16 countries, the HPL philosophy stems from the following key principles:

- High performance is an attainable target for everyone
- We can systematically teach students how to succeed in school
- The best schools produce students that are intellectually and socially confident, work-place and life-ready with a global outlook and a concern for others
- There are 20 generic characteristics which students need to develop if they are to be high performers in cognitive domains (ACPs) and 10 values, attitudes and attributes (VAAs) that develop the wider learner dispositions needed for cognitive and lifetime success
- Schools can only become really strong by fostering a professional community of practice among their educators

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

St Mary's Community

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated: we are a very close-knit, loving, joyful and purposeful community.

Job Description

Job title: Admissions Officer

Reporting to: Reporting to Head of Admissions

Job summary: To offer excellent customer service by managing the admissions relationship with prospective parents, agents and students from first contact to the final admission to St Mary's Junior School, Senior School and Sixth Form, including entrance testing and interviews, and decision outcomes. To be the external interface of the admissions process with prospective parents.

Key responsibilities

Relationship Management

- To provide a welcoming and efficient point of contact between prospective parents/agents and the school concerning all aspects of the admissions process for applicants and enquirers.
- To manage and follow up leads generated from enquiries and visits for the Junior School, Senior School and Sixth Form.
- To be the single point of contact for enquirers and applicants by telephone, Skype, email, letter or in person.

Communication and correspondence

- To send relevant marketing materials to enquirers.
- To prepare admissions-related correspondence (including after visit letters, parent information pack), personalising letters wherever possible.
- To draft letters regarding admission decisions to parents on behalf of the Headmistress.
- To follow-up with parents/agents who did not choose St Mary's School, Cambridge to inform future admissions decisions.
- To maintain up-to-date supplies of standard documentation relating to the admissions process.
- To monitor, review and update the communications plan, suggesting refinements as needed.

Visits

- To arrange for prospective parents to visit the Junior School, Senior School and Sixth Form in conjunction with the PA to the Headmistress, Head of Juniors and Head of Admissions.
- To arrange Skype interviews for families unable to visit the Junior School/Senior School/Sixth Form

- To produce briefing notes prior to interview.
- To organise and conduct tours of the Senior School and Sixth Form, recognising the crucial role that this time plays in student recruitment. Tours of the Junior School will be conducted by the Head of Juniors.

Entrance Assessments

- To liaise with parents and/or agents to arrange entrance assessments in the Junior School, Senior School and Sixth Form.
- To attend Entrance Assessment Day (held on a Saturday), along with the Sunday to prepare outcome letters (including scholarship letters) for parents and feeder schools.
- To manage and update the entrance assessment section of the admissions database and enter results.
- To liaise with academic staff regarding marking of *ad hoc* entrance assessments and to enter results on to the school's database.

Data management

- To manage the admissions database for enquirers and applicants to both Senior and Junior Schools, with a particular dedication to maintaining accurate and complete records.
- To maintain accurate and up-to-date paper and electronic files for prospective students including an accurate record of the status of individual applications.
- To process application forms, acceptances, rejections, declines etc. on arrival and maintain applicant data on the admissions database.
- To maintain all entry and waiting lists.
- To prepare admissions data, ready for the weekly admissions meeting, accurately recording a summary of the progress of all applications to the Junior School, Senior School and Sixth Form
- To support the Head of Admissions in the preparation of admissions data for all reports, including termly governor reports.
- To ensure that all attendees to admissions and marketing events are accurately recorded on the database, to enable accurate analysis by the Head of Admissions, and to inform future recruitment strategy.

Admissions events

- To undertake communications with enquirers and applicants regarding admissions events (including mailing, bookings etc.)
- To attend Admissions events, as required, such as:
 - Open Mornings: Whole School (Saturday) and Sixth Form (weekday evening)
 - Pre-assessment tea (weekday afternoon/evening)
- To take a share of attending exhibitions, education fairs, feeder schools' fairs as required, including travelling abroad. Attendance at a three-day BBSW conference in November is required on a rotation basis.
- To take a share in preparing materials needed for all events, as directed by the Head of Admissions.

Scholarships

- To be a point of contact for prospective students including directing them to the school website and sending application forms, as well as communicating arrangements to parents as provided by the Head of Admissions.

Marketing materials

- To regularly review all standard letters/emails on a regular basis to ensure the school is being portrayed in the best possible light, with the support of the Head of Admissions.
- To support the Head of Admissions with the production of appropriate admissions-based marketing materials.
- To take a share in proof-reading all written materials.

Other tasks

- To cover for the other Admissions Officers when required (such as annual leave, or absence at admissions events) by responding to emails, undertaking tours and responding to telephone calls.
- To assist the Head of Admissions with projects and tasks as necessary.
- To undertake general office filing, photocopying and shredding as necessary.
- To work closely and co-operatively with the Head of Admissions and the other Admissions Officers.

General Requirements

- To maintain confidentiality in all areas of work at St Mary's School, Cambridge
- To ensure that personal conduct within and outside school does not conflict with organisational expectations
- To ensure that personal appearance and standards of dress are appropriate to working in a customer facing role, upholding the professional reputation of the school.
- To co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St Mary's School, Cambridge expects all staff to treat others with respect and courtesy.
- To attend staff meetings and training as required.
- To ensure an awareness and observation of Fire and Health and Safety Regulations.
- To participate in review sessions and appraisals with your line manager.
- This is an outline job description and may be subject to change, according to the needs of the school, in consultation with the post holder.

Person Specification

The successful applicant must work well in a team and be able to liaise confidently with the teaching and non-teaching staff in the school, including the Headmistress and the Senior Leadership Team.

Qualifications, Knowledge & Experience

- Knowledge of and interest in the independent education sector, either as student, employee or parent
- Excellent IT skills with experience of maintaining databases as well as Microsoft Office
- Significant and demonstrable track record of effective customer relations/care and communication
- Educated to degree level (desirable)
- Working knowledge of iSAMS database (desirable)

Skills & Abilities

- Excellent verbal and written communication skills
- Excellent inter-personal skills and telephone manner
- Excellent organisational and administrative skills
- Excellent numeracy skills, combined with the ability to understand, track and explain data
- To maintain the highest levels of confidentiality, within the team and the school as appropriate

- To prioritise a varied workload and manage time effectively
- To work calmly under pressure and to tight deadlines
- To display diplomacy when dealing with staff and students
- To form strong working relationships with prospective parents and staff
- To display high levels of accuracy with close attention to detail
- To work without direct supervision and display initiative
- To work effectively as part of a team
- To be flexible and to thrive in a dynamic and purposeful working environment

Personal Qualities

- Highly presentable, with a professional appearance
- Gravitas and strength of character with the ability quickly to establish credibility
- Confident, self-motivated team player
- Flexible with a sense of humour
- Approachable, professional, friendly manner
- Diligent and conscientious
- 'Can do' attitude and pro-active approach
- Professional possessing integrity
- Enthusiastic and committed to the success of the team and the whole school

Terms and Conditions

- The post is 40 hours per week between 8.30am – 5.00pm daily with an unpaid 30-minute lunch break. Lunch is provided free of charge.
- Some out of hours and weekend work will be required. The successful applicant must be willing to work additional hours to suit the business needs of the school. Additional hours will be repaid in agreement with the Head of Admissions.
- The salary for this position is between £22,000 - £26,822 depending on experience.

Benefits

- 5 weeks holiday (full time equivalent) plus Bank Holidays which must be taken during the School holidays
- Contributory pension scheme
- Fee remission of 33% for staff (pro rata for part-time staff) with a daughter at the School. This is in accordance with the School's policy which may be subject to change
- Free school lunch
- Cycle to work scheme
- Child care voucher scheme
- BUPA Cashplan Scheme

Applications

We are all members of one community and must therefore endeavour, always, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests, and talents are recognised, nurtured, and celebrated. We pride ourselves on our academic standards, extra-curricular provision, and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes, and professional behaviours.

You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The five outcomes of the Every Child Matters Agenda are central to the way you carry out your responsibilities – these are developing students' awareness of:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.