



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> Admissions Coordinator
CONDITIONS OF ROLE	<ul style="list-style-type: none"> Start Date: 13 August 2025 Contract Type: Full time, permanent Hours of Work: The hours of work will be Monday to Friday, 8:30am to 4.30pm, a paid working week of 36.25 hours. Grade: The postholder will be placed on the H Scale which provides a salary range of £33,021 to £35,427 per annum. Holiday Entitlement: Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.

ROLE DETAILS	
PURPOSE OF THE ROLE	The Admissions Coordinator will be responsible for the management of the Admissions processes across the Junior School
ACCOUNTABILITY	The Admissions Coordinator is accountable to the Head of Admissions and Marketing
AUTHORITY	The Admissions Coordinator has authority as delegated by the Head of Admissions and Marketing
RELATIONSHIPS	The Admissions Coordinator works closely with members of the Admissions and Marketing Teams as well and the SLT of Junior School

DUTIES AND KEY RESPONSIBILITIES	<p>Admissions</p> <ul style="list-style-type: none"> (a) Responsibility for dealing with applications to the school, from initial enquiry to admission of pupils and recording of information throughout process via OneNote and the MIS. (b) Maintaining and updating prospective and current pupil databases and monitoring school roll. (c) Close communication with prospective parents throughout the admissions process. (d) Arrangement of visits and tours for potential parents. (e) Responsibility for the admin in connection with Entrance Assessments. (f) Oversee administration related to the Nursery-P1 transitions within ESMS Junior School and new entrants to P1-7. (g) All administration of student joining information and support student induction days and welcome events. (h) Responsibility for the administration in connection with Open Day and attendance.
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PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Previous experience of providing administration support to a busy office • Experience of database administration 	<ul style="list-style-type: none"> • Previous experience of working in a school admissions or education setting. • Experience of supervising and invigilating children • Understanding of Scottish and other education systems, including examination structures.
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Proficient in the full Microsoft Office package, specifically Word and Excel • Excellent communication skills (orally and in writing) • Experience of building professional relationships with internal and external stakeholders (e.g. prospects and volunteers) • Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands • Independent, self-motivated and organised, with an ability to work as part of a team 	<ul style="list-style-type: none"> • Experience of Database and Management Information Systems
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Workplace flexibility and a willingness to adapt to change • Commitment to continuous professional development with regards to how and when work is progressed • Commitment to the ESMS values 	<ul style="list-style-type: none"> • Commitment to continuous professional development