

Admissions and Database Manager

Full or Part Time considered

We are seeking a highly organised, personable, and proactive Admissions and Database Manager to join our school office team at St Paul's Cathedral School from January 2027 or as soon as possible.

The successful candidate will serve as a first point of contact for our families and visitors, playing a key role in the daily administrative operations of the school.

Structure and Line Management:

The School Office Team support the Head and the Senior Leadership Team in the administration of the School. The team consists of the Head's PA, the Admissions and Database Manager, the Head of Marketing; and the Receptionist. . The post holder will be line managed by the Head, with day-to-day accountability in the Database role to the Head's PA.

Job Description

The following are likely to fall within the remit of the post-holder:

As Admissions Manager

- Oversee the day-to-day running of the Admissions function (day pupils, choristers, overseas), being responsible for its efficient and effective operation and reviewing processes and procedures;
- Report regularly to the Head on pupil numbers, enquiries, 10:5:2 statistics, and communications to be sent;
- Be the key front "face of the School", meeting and greeting prospective parents and pupils, arranging tours and communicating the key advantages of SPCS to prospective parents
- Oversee the prospective parent/pupil journey from enquiry to final entry, ensuring the delivery of an engaging, first-class experience with warm and personalised communications at every touch-point;
- Ensure that all touchpoint opportunities are actioned and maximised: all enquiries and visits are followed up with phone calls, email and the relevant on-going admissions information;
- Maintain an accurate database of names and contact details of current pupils/parents (dealing with changes to personal circumstances, leaving dates);
- Assist the Marketing Manager with the planning and delivery of (eg) Open Mornings;

- Ensure the accurate and effective capture of all relevant data, enquiries, statistics and information to produce forecasts of pupil recruitment and retention for the Head and Business Manager, and to inform management decisions and marketing campaigns;
- Ensure relevant LEAs are notified of all leavers/off-rolling/joiners within their specified time-frame;
- Work alongside the Cathedral Music Department and the School's Head of Boarding to support an efficient and effective chorister admissions process;
- Support the Head in exploring opportunities for internal recruitment, being the point of contact for agents and attending occasional recruitment fairs by agreement;
- Maintain and submit the monthly Admissions Register;
- Ensure UKVI and ISI/DfE compliance and inspection-readiness;
- In conjunction with the Office Manager, oversee the rollout of new admissions software;
- Build and develop strong links with known local feeder schools and nurseries and look for opportunities to establish links with other schools;
- Elicit feedback from prospective parents, non-joiners and feeder schools to inform future admissions strategies and action plans;
- Contribute to the updating and development of the admissions pages of the website in consultation with the Marketing Manager;
- Support the School's and Cathedral's aim to encourage applications from pupils from a wide range of backgrounds in an inclusive manner;
- Understand and support the aims and ethos of SPCS and reflect this to key stakeholders, in particular prospective pupils and parents.

As Database Manager

- Be the administrative lead for the school's MIS (currently ISAMS);
- Ensure the MIS is meeting the needs of the school, and identify opportunities to improve the staff and parent experience;
- Manage the entry of pupil data onto the MIS (prospective, current, past) and monitor routinely, ensuring UKVI and ISI/DfE compliance and readiness;
- Lead on the annual MIS rollover;
- Support staff in using the MIS for storing and accessing pupil documents and information;
- Keep abreast of trends, regulatory compliance and best practice in relation to MIS, advising management accordingly.

Any other reasonable request made by the Head.

Review

This job description will be reviewed annually and can only be changed with the agreement of the Head.

Qualifications

Strong professional and/or academic credentials

Skills and Experience

- Previous experience in an educational setting (desirable but not essential);
- Experienced in working in a fast-paced environment and able to work to tight deadlines;
- Highly organised with an ability to self-plan and prioritise workloads;
- Excellent IT skills: proficient in Microsoft Office packages, especially Word, Excel and Outlook with fast accurate typing skills (training will be given on School databases);
- High attention to detail, with the ability to see 'the big picture';
- Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner;
- Excellent written and verbal communication skills;
- Able to foster good working relationships with all members of the School and Cathedral community either in person or on the phone;
- Comfortable in a "front of house" role (welcoming visitors, meet and greet) with excellent customer service skills;
- Discreet and able to maintain confidentiality at all times;
- Ability to keep calm and to work under pressure when necessary;
- Pro-active, making suggestions for improvement and change;
- Kindness and loyalty;
- An eye for marketing and PR;
- Demonstrates an understanding of the independent education sector, and effectively promotes the ethos of St Paul's Cathedral School;
- The ability to work collaboratively and supportively with colleagues within school and with colleagues in other organisations;
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams;
- A generosity of spirit towards the demands of a busy prep school: the role requires flexibility;
- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour.

Hours, Terms and Conditions:

This is a full-time post, to be worked across the office working week (Monday to Friday) hours to be agreed depending on part time or full time post holder. Occasional evening or weekend work will be required to support major school events.

This is a full year post with 6.6 weeks holiday allowance (25 days plus 8 bank holidays). Holidays to be taken outside of term time, with the exception of the first and final weeks of the Summer Holidays which are working weeks for the School Office.

Salary for this post is £37,500 FTE

Lunch is provided. Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

Application:

Please complete the SPCS Application form (we are not accepting applications made through TES) - please send your completed application form to:

tkeller@spcs.london.sch.uk by the end of day Monday 9th November. Thank you.