

HEREFORD
CATHEDRAL
SCHOOL

Admissions Officer

Candidate Information Booklet

HEREFORDCS.COM

01432 363522

Welcome

Thank you for your interest in the position of Admissions Officer at Hereford Cathedral School. I hope that this information booklet will help provide you with some insight into our Cathedral School, Hereford city, and the outstanding county in which we are privileged to be located.

From our three year-olds in Nursery to our 18 year-olds in the Sixth Form, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.

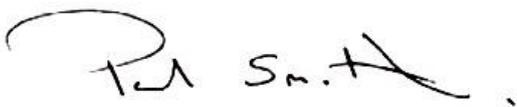
Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, family, inclusive ethos, encouraged by excellent staff pupil relations and a highly supportive parent body. It is this ethos, widely recognised as a special characteristic of the school, which enables pupils, young and old, to excel both in and out of the classroom.



The school is one of the UK's leading independent co-educational day schools. We also benefit from the finest of settings, adjacent to a beautiful Cathedral and within a stone's throw of the thriving city centre.

This is an exciting time in the development of the School and the Admissions Officer will play their part in supporting the Marketing and Admissions Strategy to ensure the School continues to thrive. This is a fantastic opportunity to make a significant impact and contribution to the ongoing success of the School, and is likely to appeal to an experienced and customer-focused individual with experience in a similar role.

I hope that the information provided in this pack gives you a sense of what to expect at Hereford Cathedral School and helps you to decide whether this is the right post for you. Please feel free to contact me directly if you have any further questions.



Paul Smith,
Headmaster

"Justifiably growing more self-assured, a school with a great deal to offer and an ethos of careful, thoughtful, nurture. Much to impress, with truly outstanding arts and music, a wide curriculum, a great sense of community service and genuine commitment to developing courage, confidence and a sense of adventure in even the quietest child."

The Good Schools Guide Review 2013 of Hereford Cathedral School

Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, and sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

A Brief History

Hereford Cathedral School is amongst the oldest schools in the United Kingdom and is thought to have been founded as a song school attached to Hereford Cathedral in Anglo-Saxon times. The first written reference of the School dates back to Bishop Gilbert's letter of 26th December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also equally rich in history and was founded in 1898, moving to its current location in 1925.



Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too.



"The children, from the nursery class eagerly talking about their book choices in the school library, to the reception children, busy with puzzles and problem solving, to Year 4s enthusiastically reciting poetry, are the best possible advertisement for the school. Each child we spent time with was friendly, relaxed, happy and engaged. Bouncing about full of things to talk about. You can pretty much hear their little brains fizzing. A delightful place to start exploring life's possibilities." The Good Schools Guide Review 2013 of Hereford Cathedral Junior School

The Curriculum

Our curriculum is well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future.

Whole School A Level Results: (of all grades)

	% A* grade	% A*/A grades	% A*-B grades	% A*-C grades
2018	17	48	70	90
2017	25	49	70	90
2016	16	45	73	87
2015	23	55	80	93
2014	19	48	76	93

Whole School GCSE Results: (of all grades)

	% A* grade	% A*/A grades	% A*-B grades	% A*-C grades
2018	34	53	72	94
2017	22	55	82	95
2016	28.2	56.7	81	95
2015	35.3	58.3	77.3	87.2
2014	32	59	82	94

"Pupils' success is the result of teaching of high quality within a broad and interesting curriculum, which includes many trips and talks from visitors, as well as the provision of a wide range of extra-curricular activities." ISI Integrated Inspection 2014 of Hereford Cathedral Junior School

ISI Integrated Inspection 2014

Main Findings	ISI Grading: HCS	ISI Grading: HCJS
The quality of academic and other achievements and learning:		
- The quality of the pupils' achievements and learning	Excellent	Excellent
- The contribution of curricular and extra-curricular provision	Excellent	Excellent
- The contribution of teaching	Excellent	Excellent
The quality of the pupils' personal development:		
- The spiritual, moral, social and cultural development of the pupils	Excellent	Excellent
- The contribution of arrangements for pastoral care	Excellent	Excellent
- The contribution of arrangements for welfare, health and safety	Excellent	Excellent
The effectiveness of governance, leadership and management:		
- The quality of governance	Excellent	Excellent
- The quality of leadership and management, including links with parents, carers.	Excellent	Excellent

"Staff know the pupils well and create a happy, friendly atmosphere, in which the pupils feel safe, secure and supported. They provide a high standard of help, guidance and monitoring, valued by the pupils and parents."

ISI Integrated Inspection 2014 of Hereford Cathedral School

A beautiful city, culture and a taste of tranquil countryside

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.



Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff. A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

www.visitherefordshire.co.uk

House Prices in Hereford (taken from www.rightmove.co.uk, 09.07.19)

Last year most property sales in Hereford involved semi-detached properties which sold for on average £218,111. Terraced properties sold for an average price of £176,973, while detached properties fetched £304,668.

Hereford, with an overall average price of £218,413, was similar in terms of sold prices to nearby Credenhill (£228,475), but was cheaper than Lugwardine (£351,079) and Fownhope (£306,531).

During the last year, sold prices in Hereford were 4% up on the previous year and 12% up on 2016 when the average house price was £194,349.

"Pupils are an absolute delight – very supportive of one another, articulate and appreciative. Comfortable in their own skin, but not full of themselves. Extremely positive about the School and proud of their achievements, but no trace of entitlement or arrogance – if they are a little on the quiet side one gets the impression that this is the result of not having to shout in order to be heard."

The Good Schools Guide Review 2013 of Hereford Cathedral School

Quick Facts:

Hereford Cathedral Junior School (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: enquiry@herefordcs.com, Website: www.herefordcs.com

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 201 pupils

Fees: £2,703 to £3,544 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: IAPS

Hereford Cathedral School (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: schoolsec@herefordcs.com, Website: www.herefordcs.com

Type: Co-Education

Age Range: 11 to 18 years

Roll: 504 pupils

Fees: £4,720 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: HMC, CSA

"Parents are overwhelmingly positive and supportive of the School, and are very happy with the education their children receive."

ISI Integrated Inspection 2014 of Hereford Cathedral School

Admissions Officer

Location: **Hereford** Description: **Full time, all year round**

Salary: **£19,254 - £21,868 (13-18)**

Hereford Cathedral School is one of the oldest schools in the country, located in the beautiful surroundings of Cathedral Close. A happy, inclusive school with a national reputation for music, sport, and academic achievement, we offer pupils a personalised education helping individuals to set their sights high and feel valued for who they are.

We are seeking to appoint an Admissions Officer to work in our busy, friendly Marketing and Admissions department. Reporting to the Marketing and Admissions Manager, our Admissions Officer plays a key role in the Senior School. They are responsible for the smooth running of the admission process, from the initial enquiry through to registration and then conversion to enrolment.

This is a role with a high level of accountability and the key measures of success will be as follows:-

- the number of conversions from enquiry to registration and admission
- successful and smooth-running pupil recruitment, including open events and assessment process
- building and sustaining strong and effective relationships with key stakeholders, including prospective parents and pupils
- upholding and portraying the profile, ethos and aims of the School

The ideal candidate will work accurately and efficiently and have the ability to monitor, review and present data. The Admissions Officer is often the first point of contact for prospective pupils and parents, we are looking for someone who is able to give detailed advice in a positive and welcoming manner.

Application forms can be downloaded from our website www.herefordcs.com and sent with a covering letter to Mrs Cath Knowles , HR Office, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or email to c.knowles@herefordcs.com

The closing date for applications is Midday Thursday 8th August 2019.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to DBS clearance, satisfactory employment references and pre-employment checks.

Registered in Cardiff No 2081261 (Limited by Guarantee)

Registered Charity No 518889

We reserve the right to withdraw this advertisement at any time.

Job Description: Admissions Officer

Post Title	Admissions Officer Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG
Salary Point(s)	13-18
Hours/Weeks	Full Time, all year round 8.30am to 4.30pm, Monday to Friday, plus several weekend and evening events

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The Organisation

Hereford Cathedral School is one of the UK’s leading independent co-educational schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further information from <http://www.herefordcs.com>

Reporting Lines:

The post holder reports to the Marketing & Admissions Manager.
Close liaison with the Headmaster and Junior School & Nursery Registrar.
Line management of Admissions Assistant.

The post holder works closely with (Key Internal Relationships):

- Headmaster
- Bursar
- Marketing & Admissions Manager
- Head and Deputy Head of Junior School
- Senior School Deputy Head, Academic Deputy and Head of Sixth Form
- All Heads of Subject Department, Heads of House and Form Tutors
- Junior School Registrar (on admissions activities)
- Head of International Students

The post holder communicates internally and externally with a wide range of stakeholders:

- Prospective Parents and Pupils
- Parents
- Current and former pupils
- Staff (Teachers and Support Staff)
- Governors
- Feeder Schools and careers departments
- The wider education sector and school associations
- The wider business sector
- Professional bodies e.g. HMC, IAPS, ISI, ISC

Accountabilities:

Management and implementation of the School's admissions processes to effectively recruit pupils to Senior School and Sixth Form.

This is a role with a high level of accountability and the key measures of success will be as follows:-

- the number of conversions from enquiry to registration and admission
- successful and smooth-running pupil recruitment, including open events and assessment process
- building and sustaining strong and effective relationships with key stakeholders, including prospective parents and pupils
- upholding and portraying the profile, ethos and aims of the School

Responsibilities:

- To hold direct responsibility for Year 7 to Sixth Form admissions, managing the process from enquiry to admission and ensuring the School's pupil recruitment targets are met.
- To be the point of contact for all enquirers by telephone, email, letter and in person; meticulously preparing all admissions-related correspondence, conducting follow-up phone calls and maintaining ongoing communication throughout the application process.
- To develop a positive rapport with all prospective parents and pupils, as well as other stakeholders, agencies and staff.
- To organise and attend open events at the School and represent the School at third party recruitment events, such as careers evenings and outreach activities.
- To liaise with teaching and support staff to organise and manage parent tours and pupil taster days, with the support of the Marketing & Admissions Assistant.
- To oversee scholarship and bursary applications in liaison with the SLT.
- To work closely with the Academic Deputy and teaching staff to manage and implement the assessment process for prospective pupils to the Senior School (on formal entrance exam days and ad hoc throughout the year).
- To monitor, review and refine admissions communication strategies as necessary, in liaison with the Marketing & Admissions Manager.
- To work closely with the Tier 4 Compliance Officer, supporting the international admissions process as required. To liaise with the Head of International students about admissions processes.
- To manage the admissions database for enquirers and applicants, maintaining accurate and complete records.
- To ensure effective and accurate reporting of recruitment figures, trends and projections to key stakeholders including the Marketing & Admissions Manager, Bursar, Headmaster and governing body.
- To develop and maintain relationships with key staff within feeder primary, prep and senior schools locally.
- To work closely with the Junior School & Nursery Registrar to ensure a whole school approach to admissions is maintained.
- To keep up to date with key guidelines and legislation relating to admissions and scholarships.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk

by what you do or don't do in the course of your work

- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post are:

Use of standard office and VDU equipment

To carry moderately heavy loads such as banners, booklets etc.

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification	Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)	Graduate
Experience and Knowledge	<p>A proven record of general administrative experience</p> <p>Experience of working in a customer-focused environment</p> <p>High level of IT proficiency including use of databases, Word, Excel, the internet and email</p> <p>Experience of providing information & advice</p> <p>An awareness of good data management practice (including GDPR)</p>	<p>Experience of working in the independent school sector</p> <p>Knowledge of the UK secondary education system</p> <p>Knowledge of Tier 4 compliance</p> <p>Knowledge of ISAMs MIS and Firefly</p>
Skills/Abilities	<p>Personable and confident; good rapport with staff, pupils, parents and external contacts</p> <p>Excellent standard of spoken and written English, with a keen eye for detail</p> <p>Ability to work with speed and accuracy</p> <p>High standard of personal presentation</p> <p>Ability to monitor, review and manipulate data</p>	Hold a recognised IT qualification

	<p>Excellent organisational and administrative skills</p> <p>Good at problem solving with the ability to be creative with new ideas and solutions</p> <p>Excellent telephone manner</p> <p>Team player who readily supports others</p> <p>Discrete, tactful and able to maintain confidentiality</p> <p>Committed to maintenance of good relationships with pupils, staff, parents, governors and the community</p>	
Aptitude	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Enthusiastic and flexible</p>	
Circumstances	<p>Able to work flexibly to organise and deliver admissions events during some evenings and weekends</p> <p>Organise and attend some events off-site</p> <p>General willingness to support wider school functions from time to time</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	<p>Understanding of the requirements of Equality and Diversity</p>	