



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Admissions Administrator

Start Date:

2nd September 2024

Closing Date:

Midday, Friday 31st May

Interview Date:

Friday 7th or Monday 10th June





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular



pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

The Role

The school is seeking to appoint an Admissions Administrator. The post holder will be a member of the team assisting the Registrar in the management of the process of admitting pupils to the School; this process includes initial enquiry, application, testing, interviews, offer of a place and induction to the School. The School intends that every prospective parent and pupil should receive a bespoke, personal service that ensures that they feel well treated and have had a good experience whether or not they are eventually offered a place at MCS. It is the responsibility of the Registrar's team to ensure that these intentions are fulfilled.

The role involves collaboration with many other staff, most notably teaching staff and those in the Bursary, Marketing and the School's Waynflete Office (for alumni relations and development). The responsibilities may vary from time to time as the needs of the School determine. Any responsibility delegated to the Admissions Administrator will be within their expected capability and as such may reasonably be required according to the normal practice of an independent school.

The post is offered as a full-time, all year-round position at the School.



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The duties of the role will include, but not be restricted to:

- Responding to and documenting enquiries from prospective applicants
- Assisting with admissions correspondence, including preparation of induction material for new students
- Organising individual school visits
- Distributing prospectuses as required with appropriate covering letter
- Assisting with inputting and managing of key information for applicants in school database (iSAMS). Training will be provided.
- Liaising with prospective parents and students as required
- Processing event bookings and issuing confirmations
- Assisting in organisation of and provision of materials for open days, induction and other events. Occasional Saturday work will be required (approximately 5 per year), for which time in lieu will be given. Approximately 5 evenings per year will be expected in addition. (No time in lieu is allocated for evening work).
- Assisting in the successful organisation of test and interview days in both the Senior and the Junior School
- Collating pupil ID information for checking at Induction and recording in school database (iSAMS)
- Supporting the Admissions and Marketing teams as and when reasonably required
- Assisting the Registrar and Admissions Team with production of literature, including Prospectuses and admissions information

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Master. This job description may be subject to review in consultation with the post holder.



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The Candidate

The successful candidate is likely to be able to demonstrate/have:

- Excellent interpersonal skills with all age groups and the ability to communicate confidently with parents, pupils and colleagues.
- First rate communication and organisational skills, with a strong attention to detail and a desire to produce work to a high standard (essential)
- Evidence of being a team-worker with a keen sense of responsibility
- Excellent time management and an ability to work under pressure and to deadlines (essential)
- A positive, cheerful attitude, and a willingness to become involved in the life of the School
- A flexible approach to work, given that some weekend and evening work will be required from time to time
- The initiative and the ability to work under pressure and to deadlines
- Educated to degree level or equivalent
- Good standard of written and spoken English and numeracy
- Strong IT skills, including Microsoft Word and Excel
- Administrative and database experience
- Good standard of written and spoken English and numeracy

Application Process

Candidates should submit the following two documents to the Recruitment Officer, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#).

1. "MCS Application Form for Teaching and Support Staff" Form
2. CV (Curriculum Vitae)



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All documentation should be sent no later than **Friday 31st May, at midday**; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding the interviews on Friday 7th or Monday 10th June. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a "Self-Disclosure" form before attending their interview.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated





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activity and will require a children's barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

Remuneration and other benefits

This is a permanent position with a 38.75 working hours per week 08:15-17:00, Mon-Fri with one-hour (unpaid) lunch. The salary is £25-£27k per annum.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens.

Head to mcsoxford.org/vacancies to find out more.



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Additional Information

Please note that MCS is an inner-city school, with limited parking. Staff are encouraged to use public transport wherever possible for their journey to work or take advantage of the cycle to work scheme or Travel Loans available.

If you have any questions or require additional information, please contact the HR office: 01865 253401.

