



Southbank
International School
A school without walls

CANDIDATE BRIEF

Admissions Assistant



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About Southbank

Southbank International School is a high achieving independent school based in central London. We aim to attract the best teaching and administrative staff, to maintain and build upon our successful reputation as a centre for excellent teaching and learning.

Southbank is a truly international school with a diverse student population of more than 70 nationalities. The school is based over three campuses in the centre of London and we teach almost 20 languages at the Westminster campus. We seek to appoint staff who have the willingness to recognise the diversity that exists in the student body, to teach from a multi-cultural perspective and to practise the highest standards of professionalism.

We follow the International Baccalaureate curriculum and whilst previous experience with one or more of the programmes is an advantage it is not essential:

- Primary Years Programme – Hampstead and Kensington (ages 3-11)
- Middle Years Programme – Westminster (ages 11-16)
- Diploma Programme – Westminster (ages 16-18/19)

Our aim is to put teaching and learning at the forefront of our mission to provide excellent services to the international community of students and teachers. The school has an exceptional teaching salary scale, and we endeavour to recruit teachers from across the world. Administrative and support staff are also offered competitive salaries and opportunities for career progression.

Southbank International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity and overseas police checks from any countries a candidate has lived for longer than three months in the last ten years.



Our Campuses

Hampstead

The Hampstead campus offers the PYP for students ranging in age from 3 to 11 and has children from almost 40 different nationalities. It is noted for its friendly, welcoming atmosphere located within a gorgeous “Edwardian style” purpose-built building. Facilities at Hampstead include an impressive art room equipped with a design suite of Mac computers and supplies; a bright and airy music room with computers for recording student compositions; a multi-purpose hall which provides space for lunches, sport and concerts; and outdoor play spaces including a dedicated early years playground with sandpit and climbing frame, and an edible garden.



Kensington

The Kensington campus offers the PYP for students ranging in age from 3 to 11 and also has children from a multitude of backgrounds. Kensington is relatively small with a close-knit community and is housed in two converted mansion blocks in Notting Hill. Facilities at Kensington include a Mac-based IT Lab; a music room with a range of percussion instruments; a library/media room to support the PYP programme; a multi-purpose hall used for lunches, sport and concerts; a large garden with a climbing frame, sandpit and an array of equipment for children to use.





Westminster - Portland Place

The Westminster campus on Portland Place offers the MYP for students ranging in age from 11 to 16. Located in two large mansion blocks, Portland Place is conveniently located near Regent's Park with good transportation links nearby. Both Oxford Circus tube station and our Conway Street building are located within a 10 minute walk. Facilities at Portland Place include four science labs, a computer lab, a hall/theatre, art and music rooms, and one library served by networked computers.



Westminster - Conway Street

The Westminster campus on Conway Street offers the DP for students ranging in age from 16 to 19. Located in a modernised building near Warren Street tube station, facilities at Conway Street include a science lab, library resource centre, art studio, social space/hall and language suite across four stories. Southbank also have two dedicated university counsellors (one specialising in North American universities and one specialising in the UK). Both counsellors are available for individual appointments and events are organised to inform parents about university planning.

The International Baccalaureate

The International Baccalaureate® (IB) is a non-profit educational foundation, motivated by its mission, and focused on the student.

Founded in 1968, the IB currently works with 3,845 schools in 148 countries to develop and offer four challenging programmes to over 1,206,000 students aged 3 to 19 years.

The International Baccalaureate® (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IB works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

What makes the IB unique:

- The IB offers a continuum of education, consisting of four programmes for students aged 3 to 19.
- The IB enjoys a reputation for high quality education sustained for over 35 years.
- The IB encourages international-mindedness in IB students. To do this, students must first develop an understanding of their own cultural and national identity.
- The IB encourages a positive attitude to learning by inspiring students to ask challenging questions, to critically reflect, to develop research skills, to learn how to learn and to participate in community service.
- The IB ensures that its programmes are accessible to students in a wide variety of schools – national, international, public and private – through its unique relationship with IB World Schools worldwide.



Welcome to Cognita Schools

Cognita Schools was successfully launched in 2004. Since then, we have worked to build a great family of schools. Cognita is a worldwide group of 68 schools in Europe, Latin America and South-East Asia. We employ over 5,000 teaching and support staff in the care and education of more than 30,000 pupils.

We value and respect the individuality of our schools, each one retaining its own unique ethos, with curricula and programmes tailored to the needs of the parents and children it serves. Wherever you visit a Cognita school, be that in Brazil, Chile, Singapore, Spain, Thailand, Vietnam or the United Kingdom, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

Everyone in Cognita is connected.

Our Purpose

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

Cognita Education has 3 key ingredients:

- Academic → Pursuing academic excellence for every child
- Character → Developing character
- Global → Connecting with a global community



Job Description: Admissions Assistant

Summary

The post-holder is a member of a team of admissions professionals with responsibility for the recruitment and admissions of students to the Southbank International School. The purpose of the role is to provide administrative support to the team and to be the first point of contact for all external stakeholders of the team. The post-holder reports to the Head of Admissions and Marketing and has no staff or budget responsibility. This varied role requires the exercise of independent judgement and initiative, strong administrative and excellent interpersonal skills.

Key Responsibilities

- Manage the main admissions inbox, answering initial enquiries from prospective families,
-
- Input all enquiries received into the admissions system and to, when necessary, scan and save the applicants' documents, ensuring all files are up to date at all times;
-
- Proactively follow up all enquiries, sending information to prospective families, keeping them updated with regards to the status of their application at all times;
-
- Ensure all required documents are received from applicants and collate pages and necessary attachments into one application file for forwarding;
-
- Manage the diary for campus tours, scheduling appointments, ensuring there is effective communication between the campuses and the Admissions team, and confirming individual appointments to prospective families by email;
-
- Support the Admissions team in planning and organising various school information mornings and other student recruitment events, registering and welcoming parents, ensuring that all required materials are delivered, facilities are clean, and parents receive excellent customer service;
-
- Prepare agendas for and take minutes of the Admissions' team meetings and any other meetings and conferences as and when required, and to maintain a team holiday record through the central admissions calendar;

Job Description: Admissions Assistant

- To assist in maintaining visa and passport records for all students at Southbank;
- To undertake any other administrative and secretarial tasks as requested by the Head of Admissions & Marketing

This job description is not exhaustive, does not form part of the contract of employment and may change in accordance with the demands of the appointment.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.

Person Specification: Admissions Assistant

Criteria	Essential	Desirable
A-Levels in Maths and English or equivalent	X	
Confident user of the Microsoft Office package, Google Suite and Adobe Reader	X	
A flexible, can-do attitude to work with a positive and energetic personality	X	
Experience of providing excellent customer service and handling customer complaints Experience of working in an office environment and undertaking a range of administrative duties	X	
A co-operative, personable team player, but also able to work independently when required	X	
Excellent communication skills and ability to communicate effectively across all media and channels	X	
A high level of awareness of equality and diversity issues, and ability to effectively deal with people from a variety of cultural backgrounds	X	
Proactive approach to work with ability to identify areas for improvement and propose solutions	X	
The ability to exercise discretion to maintain confidentiality in the handling of sensitive/confidential information	X	
Ability to multi-task and to meet set deadlines, with outstanding organizational skills Confident user of iSAMS and/or student databases		X
Experience of working in a similar environment, ideally in another international school Fluency in at least one foreign language		X



Overview of Benefits

Southbank aims to offer every member of the team a competitive salary, a range of benefits and a great future.

Benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- Savings Scheme
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Travel Loans
- Computer Loans

Further information about benefits will be provided upon appointment.

How to Apply

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

Teaching candidates are evaluated on four key areas: high quality teaching practice, contribution to learning area and curriculum development, relationships with students, staff and parents and contribution to the whole school.

To apply, please do the following:

- Visit www.southbank.org
- Download the application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for this role.

Southbank Kensington
36-38 Kensington Park Road
London W11 3BU

Southbank Hampstead
16 Netherhall Gardens
London NW3 5TH

Southbank Westminster
63-65 Portland Place
London W1B 1QR

Southbank Fitzrovia
17 Conway Street
London W1T 6BN

www.southbank.org
jobs@southbank.org



COGNITA
TEACHING EXCELLENCE