



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Admissions Manager

Start Date: February/March
2023

Closing Date:

Noon, Wednesday 4th
January

Interview Date

1st round: Wednesday 11th
January, AM

2nd round the following
week





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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

MCS is seeking to appoint an Admissions Manager. 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 as per the team structure shown below; 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 Manager will be within his/her expected capability and as such may reasonably be required according to the normal practice of an independent school.

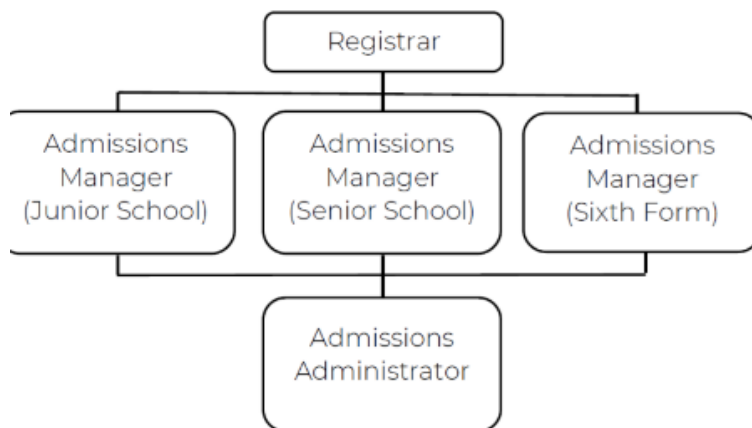
The post is offered as a full-time position at the School.



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

- Assistance with every aspect of the school's admissions operation, from enquiry to liaison with prospective parents and students
- Admissions correspondence, including preparation of induction material for new students
- Management of key database information for each applicant (iSAMS training will be provided)
- Organising Open Day events
- Organising test and interview days in both the Senior and the Junior School
- Maintaining close links with feeder schools
- Supporting the Marketing team as and when reasonably required



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

Candidates from a range of backgrounds are encouraged to apply for this role.

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

- Strong people skills (all ages)
- First rate communication and organisational skills
- Evidence of being a team-worker with a keen sense of responsibility
- Ability to write reports and present and analyse data and statistics
- 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
- At least three years' work experience in a similar field
- Good standard of written and spoken English and numeracy
- Strong IT skills, including Microsoft Word and Excel
- Good standard of written and spoken English and numeracy



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Application Process

Candidates should submit the “MCS Application Form for Teaching and Support Staff” which can be found on the Job Vacancy link of the website (www.mcsoxford.org) To access [Click here](#). To apply for the position please send the following two documents to the HR Administrator, Miss Aimee Edwards (recruitment@mcsoxford.org)

- “MCS Application Form for Teaching and Support Staff” Form
- Curriculum Vitae (CV)

All documentation should be sent no later than Noon, Wednesday 4th January; early applications are highly encouraged. 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 1st round interviews on Wednesday 11th January, which will include a task element, and a 2nd round of interviews will be held the following week. 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

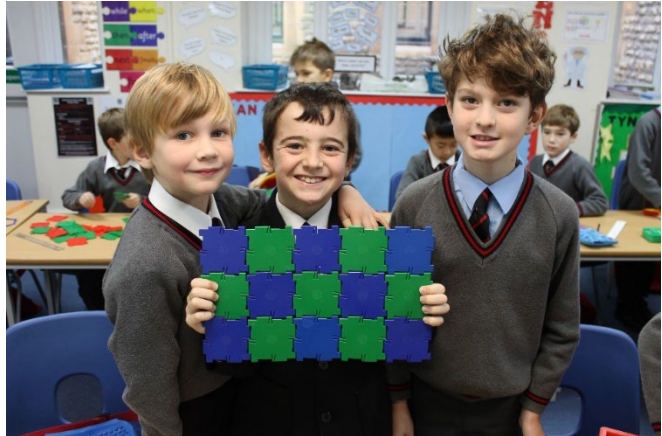
Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy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



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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). The



enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974. This role will be in regulated activity and will require a children's barred list check.

Remuneration and other benefits

This is an all-year-round permanent contract with 38.75 basic working hours per week: 08:15-17:00, Mon-Fri with one hour (unpaid) for lunch. The salary is £34,000 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%.

Free Private Health Insurance for all staff on permanent contracts and a single membership is treated as a benefit in kind. Concessionary rates are available for partners and dependents. The school also operates a cycle to work scheme, and travel loans are available.

Free lunches are provided all year round with options of hot meals, soup, salad, puddings and fruit during term time and a choice of packed lunches during school holidays.



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School fee remission for the children of permanent staff who pass the entrance tests for the school is currently 50%. Headington Girls' School currently allows permanent staff daughters who pass the entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

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

Additional Information

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work. We do offer Cycle to Work Schemes.

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

