

Job Title:	Admissions Manager
Permanent/temporary:	Part-time, ideally 3 days per week
Pay:	£30,000 – 40,000 full time annual equivalent (depending on experience)
Location:	SDE Head Office - Beaconsfield, Buckinghamshire
Work days:	
Holidays entitlement:	33 days annual equivalent (inc. bank holidays)

Susan Daughtrey Education (SDE) is a leading provider of 11+ exam preparation for 9 and 10-year-old children.

SDE provides 11+ Courses in Amersham, Beaconsfield and Chalfont St. Peter, Buckinghamshire, Slough, Berkshire and Mill Hill, North London.

Besides being a successful author, Susan Daughtrey M.Ed is a qualified teacher who has since 1987 run courses under the banners ‘Susan Daughtrey Education’ and ‘SDE’ with outstanding success. Since then many children have benefited from her tutorage: her thorough, concise yet simple explanations and strategies, and the caring and concerned way in which Susan and her teachers approach the needs and worries of all of the SDE students and their parents have always been the hallmarks of the SDE success.

Course Objective

The objective of all SDE Courses is quite explicit – to offer a first-class quality Course where every effort is made to address the student’s weaknesses, to maximise his/her examination performance and to extend each student to his/her fullest potential so the child has the best possible chance of success in the 11+. Everyone who works at Susan Daughtrey Education is striving for excellence and every possible effort is made to achieve it.

Course syllabus, lesson plans and materials

All SDE 11+ Courses are designed specifically to prepare the child for the local 11+ tests in the area where the Course is held.

We are looking to recruit an ‘Admission Manager’, this is a new post. The successful candidate will be responsible for Admissions at SDE, enhancing the Admissions process, liaising with our customers and ensuring an excellent customer service provision.

We are looking for:

- Exceptional customer service - excellent communication and relationship building skills
- Strong IT skills
- An ability to work in a demanding customer-focussed environment
- A collaborative approach - working well in a non-corporate, family business

Furthermore, the successful candidate will:

- Be Flexible in their working hours, including work at weekends (with days then taken off during the week)
- Passionate about helping children to reach their full potential in the 11+ exams.

You will be responsible for:

SDE 11+ Course Admissions

- Ensuring a timely and appropriate response to initial enquiries – via website, email or telephone
- Managing enquiries efficiently with warmth and skills so all families have a positive impression of SDE whether they enrol on a Course or not.
- Maintaining contact with parents throughout the enrolment procedures and re-directing to other members of staff where necessary, from the time of initial enquiry to commencement of the Course
- Managing registration paperwork, both in terms of enrolment and de-enrolment
- To be a point of contact for all newly enrolled families
- Assisting with marketing and promotional campaigns
- Assist with parents' information evenings.

To apply:

Send your CV and a covering letter to hkang@sde11plus.com

SDE is committed to child safeguarding. An Enhanced DBS and other background checks will be carried out on the successful applicant.