



JOB DESCRIPTION

Title: Outreach Administrator

Responsible to: Director of Outreach

Job Purpose

To provide comprehensive support for school outreach, marketing and recruitment activities; to develop and support teachers and enable students from across the EMS catchment area to benefit from inspiring activities and events which nurture their interest and achievement in Mathematics, Physics and Computer Science; to ensure able and enthusiastic students know of the opportunities available at EMS.

Main Responsibilities

1. Provide administrative, technical, and practical support for outreach, marketing, and recruitment activities
2. Contribute towards the regular review and development of the school's outreach programme
3. Complete additional duties to support the school's broader functions

1. Provide administrative, technical, and practical support for outreach, marketing, and recruitment activities

- 1.1 To work collaboratively with the outreach team to deliver an annual calendar of events and activities that meet the needs of students, teachers, and schools in the South West
- 1.2 To support the coordination of taster-days and other recruitment activities, including careers fairs and school visits
- 1.3 To liaise with external partners, including the University of Exeter and Exeter College to ensure the smooth running of activities and events
- 1.4 To secure rooms, online spaces and other resources that enable high-quality events
- 1.5 To enrol students onto courses and accurately input data

- 1.6 To provide clear, appropriate, and timely information to participants and contributors to ensure the smooth running of events and activities
- 1.7 To ensure that excellent levels of customer service are delivered across all outreach and recruitment activities
- 1.8 To make effective use of electronic, including online, systems to manage data and ensure it is securely stored in line with GDPR
- 1.9 To support events in school by registering participants, setting up and clearing rooms, organising refreshments, and directing people to the appropriate location
- 1.10 To support online events by providing guidance and support to participants and event leaders who are using Microsoft Teams or other platforms
- 1.11 To support the development of marketing material for social media, the school website, and other platforms
- 1.12 To provide general administrative and clerical support for the director of outreach, including the proof reading of documents
- 1.13 To answer enquiries from students, parents, and teachers, providing advice and guidance regarding the courses on offer at EMS

2. Contribute towards the regular review and development of the school's outreach programme

- 2.1 To collect and collate data to measure the effectiveness of outreach and recruitment activities, including feedback sheets, questionnaires and tracking destinations and grades
- 2.2 To contribute ideas and insights into regular reviews of outreach and recruitment events
- 2.3 To work collaboratively with the outreach team to develop efficient and effective processes

3. Additional Duties

- 3.1 To provide reception cover during lunchtimes and periods of staff absence
- 3.2 To act as a fire warden in the event of a fire alarm
- 3.3 To administer first aid
- 3.4 To promote a teaching, learning, and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality
- 3.5 To be responsible for safeguarding and promoting the welfare of students
- 3.6 To maintain the confidentiality of staff and student/family information

- 3.7 To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work
- 3.8 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims