

**Job Title:** Admissions and Events Executive  
**Hours of Work:** 9am – 5pm, Monday to Friday; Occasional Saturdays/Evenings  
**Full Time/Part Time:** Full Time (40 hours per week)

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### **Purpose of the Role**

The main purpose of this role is to support the Admissions and Recruitment Manager in all aspects of student enrolment and to manage the planning, organisation, and delivery of internal, external, and virtual events across the business. The role requires high standards of customer service, effective stakeholder engagement, and smooth administration of admissions processes, while also contributing to income generation and the school's reputation through events, partnerships, and educational outreach.

### **Key Working Relationships**

**Reporting to:** Director of Partnerships & Development

**Key working relationships within School:** Admissions and Recruitment Manager, Director of Higher Education, Head Teacher, Head of Teaching and Learning, Education Services Manager & Assistant

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### **Main Responsibilities:**

- Support the Admissions and Recruitment Manager in all areas of student enrolment including but not limited to the Culinary Diploma and other short professional courses such as WSET, Marine and Online Accreditation days
- To be responsible for the organisation, planning, management and operation of all aspects of all internal, external and virtual events for the whole business (examples below)
- Attend weekly sales / admissions meetings and provide updates on student enrolment
- To ensure a very high standard of customer service is maintained at all times
- To work closely with the Director of Partnerships and Development to grow and develop income generating opportunities with external stakeholders e.g. corporate / kitchen dry hires
- To support the Director of Partnerships and Development with organisation and logistics of attending key education events to grow and develop our reputation as a key stakeholder in primary, secondary and higher education
- Enrolment and booking of Culinary Diploma students onto required courses (e.g. First Aid, WSET, Food Hygiene training)

### **Admissions Support**

- Manage and log course/event bookings, ensuring accurate record-keeping and reporting

- Manage all areas of the student enrolment processes ensuring processes and automations are working at all times
- Assist in managing the Customer Relationship Management (CRM) system, ensuring accurate and up-to-date records are kept at all times
- Send formal acceptance communications and distribute preparation materials to students.
- Oversee the collection of required documentation and ensure compliance with course requirements.
- Assist the Admissions and Recruitment Manager with school tours and the setting up of interviews for potential students.
- Deputise for the Admissions and Recruitment manager

### **Event Management**

- Ensure all events are organised and managed smoothly and efficiently at all times
- Ensure all event management is delivered on time and within the allocated budget
- Ensure all Leiths staff are fully prepared for and supported at all events
- Ensure that all merchandise, marketing collateral, stock and setup required for successful events is ordered in good time

#### ***Examples of School Events to organise: (Working with the teaching team):***

- *Careers day*
- *Staff trips and whole school events*
- *Student training (H&S etc)*
- *Leiths 50<sup>th</sup> Anniversary events*
- *Student wine trips*
- *Open evenings*
- *Guest demonstrations*
- *Prize giving*
- *Leiths Partner School trips / visits to Leiths School of Food and Wine*
- *Kitchen / dry hire*
- *Corporate events*

#### ***Examples of External Events to organise: (Working with Director of Partnerships & Development)***

- *Webinars and virtual open evening*
- *Careers events in schools*
- *Stands at Education/Careers exhibitions/conferences*
- *Outreach events*

### **General**

- Respond in person, by telephone or email to staff, students and visitors in a professional and customer focused manner
- Provide a courteous and knowledgeable point of contact for people both within and outside Leiths responding in person, by telephone or email to staff, students and visitors
- Comply with all relevant School policies and procedures including Health and Safety and Child Protection
- Any other reasonable duties as required by the business

## Skills and Experience

### Essential:

- Excellent attention to detail
- Strong organisational skills and ability to multitask
- Excellent communication skills (both in person and virtual)
- Previous experience in planning professional events
- Experience in managing a budget
- Experience in delivering events to a deadline
- Proficient in Microsoft Office (Excel and Word in particular)
- Experience using Teams and O365

### Desirable:

- Experience working in an educational organisation
- Previous experience with admissions and enrolment
- Experience using Monday.com CRM

*This position requires a Disclosure and Barring Service (DBS) check, which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to Leiths' overriding obligation to protect the students in its charge and the safety of Leiths' staff.*

*All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within Leiths which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.*

Last updated 16<sup>th</sup> January 2025