



Eaton Square Prep School

Candidate Pack

Admissions Manager

About Eaton Square Prep & Nursery Schools

Eaton Square Prep School was founded in 1981 and celebrated its' 40th anniversary last year. It began life as a Nursery School in the basement of St Peter's church on Eaton Square. Since then, the school has expanded it's offering from Nursery to Year 6. Eaton Square Prep is also part of the Dukes Education group.

Offering continuity of education in the important formative years of a child's life, the school is a vibrant, popular community where children learn not only the skills, but also the values that will prepare them for the next stage of their life at senior school and beyond. Although non-selective at the main point of entry (Reception) the school maintains high academic standards, with many children moving on to the most selective of London Day Schools and Boarding Schools at 11+ entry level. or 13+ where appropriate for pupils who have transferred onto the Senior School after the 11+ screening processes for 13+ entry.

In recent years we have seen pupils move on to Westminster, Dulwich College, Alleyn's, Kings College Wimbledon, St Paul's, City of London Girls, Godolphin and Latymer, Putney High, JAGS, Benenden, St Swithun's, Roedean and Downe House, as well as many other independent schools. As mentioned above, the pupils also move on to Boarding schools such as Eton, Harrow, Tonbridge and Winchester at 13 following the 11+ process.

The school offers a breadth and depth of education which goes beyond academic success in examinations and into every sphere of life. We want to nurture good character and curiosity, enabling our pupils to make their way in life beyond their formal education. Equal emphasis is placed on intellectual, artistic, aesthetic, physical and musical pursuits. In addition, our teaching staff encourage children to learn moral and spiritual values that will make them happy and confident in themselves, so that they may become kind, well-rounded and respected members of society.

Our Vision

Eaton Square pupils will be fully prepared to take their own place in an ever-changing world.

Our Mission

To provide an exceptional all-round education.

Our Values

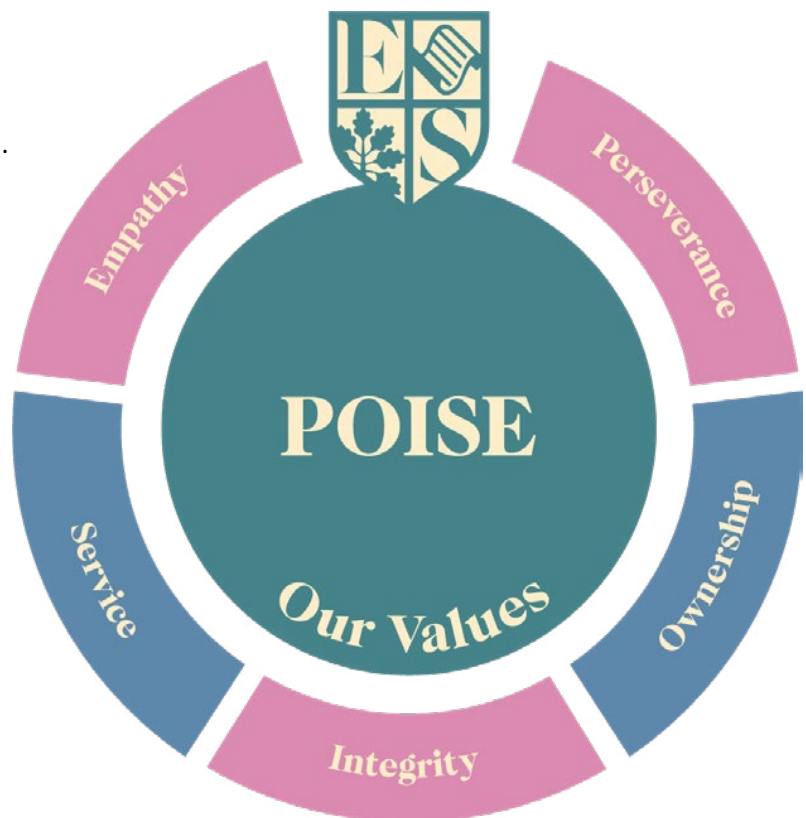
Perseverance

Ownership

Integrity

Service

Empathy





Our Aims

- Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self- confidence, respect for others, and a strong sense of community.
- Inspire intellectual curiosity and an instinctive love of learning which leads naturally to academic aspiration and examination success.
- Create opportunities to encourage a culture that identifies and supports each pupil in developing at least one area of greatness.
- Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing pupils to develop the skills they need to overcome adversity and setbacks.

Dukes Education

The school became a member of Dukes Education in 2018, and as a result enjoys an excellent relationship with numerous partner schools, as well as benefiting from the support of experienced professionals, committed to improving the growth and education provision across the group.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Their philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything they do.

Dukes believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about Dukes, visit dukeseducation.com.



Job Description

Accountable to: Headmistress and Bursar

Start date: As soon as possible

Salary: £40,000 - £45,000 depending on experience

Hours: Full time

Main duties and responsibilities

The Admissions Manager will provide a welcoming, highly professional and efficient admissions process and customer experience for current and prospective families.

Key tasks include managing enquiries, hosting private tours, facilitating pupil assessments, admitting pupils to the school and ensuring all pupil records are compliant. It requires major strengths in administration, customer service and time-management.

Customer Experience

- Act as the main point of contact for all admissions enquiries (phone, email, website and visits), ensuring that all are promptly responded to, logged and managed on the school's admissions system.
- Provide a welcoming, informative and seamless admissions process for all prospective families, providing key information about the strengths of the school, answering questions and ensuring all requirements are in place for new pupils.
- Take a proactive approach when following up with enquiries.
- Organise and host private tours and open events for prospective families.
- Work alongside key people in Dukes Education to engage with feeder schools and educational consultants.
- Manage queries from current families and the general public with exemplary professionalism, ensuring that any messages or complaints are immediately forwarded to the appropriate member of staff.

Administration

- Make appointments for school tours for prospective families and educational consultants.
- Report pupil numbers and a pipeline overview to the Head and Bursar on a weekly basis.
- Maintain regular Statutory reports such as the Admissions Register and Leavers and Joiners reports.
- Ensure all prospective pupil documentation is acquired prior to enrolment (school reports, passports, visas etc.) and ensure all relevant records are updated and maintained on the school's database.
- Process all applications in accordance with required procedures, including ensuring registration fees are received and making arrangements for assessment days.
- Draw up timetables for assessments, make offers and maintain records of responses, ensuring all applicants are notified promptly of the outcome of their assessment.
- Maintain prospective pupil records on the school's database (ISAMS), adding new enquiries, managing pupil data through to enrolled status and reporting on pupil numbers and the admissions pipeline.
- Keep all pupils files and records up to date in accordance with School Policy, UKVI and GDPR regulations.
- Secure emergency contact information, medical and allergen lists from new pupils.
- Send out starter information and on-board new pupils into the school.
- Report actual and estimated pupil numbers and pupil details of the school to the borough for childcare funding.
- Support the Marketing Manager in preparing all admissions materials for Open Mornings and other school events.
- Represent the school at Open Morning events.
- Promote safeguarding the welfare of young people and comply with the School's safeguarding policy.

Other

- Report termly to governors on admissions statistics.
- Liaise with Dukes Immigration Team and support with child student visa applications.
- Support/Work closely with Admin Team and provide cover where necessary (thinking about share and front desk cover).
- Confident with IT/Willing to learn new systems (thinking about Salesforce, Mailchimp, MSP etc).
- Represent the school at events such as agents events at Dukes.

Person Specification

- Skilled in working with school databases (such as iSAMS) is preferred, as is knowledge of the independent education sector.
- 2-3 years experience in a similar role (i.e. administration/customer services within the independent education sector and/or when working with families and/or HNWIs).
- Understanding of Salesforce is desirable but not essential.
- Excellence in:
 - Customer service
 - Written and verbal communication
 - Organisation
 - Taking both initiative and direction
 - Use of Word, Excel and PowerPoint
 - Team player with a flexible attitude, patience and sense of humour.



Interview Process

Tes Application

Please apply by completing the tes application in full. You must include your entire job history, explain any gaps in employment, and provide the contact information for at least two professional referees.

Interview Process

Applications will be assessed against the Job Description & Person Specification, with candidates invited for a short interview in person. Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. To eliminate unconscious bias from our recruitment process we remove all candidate names and places of education from applications before passing them to the panel for review.

Interviews will likely involve a formal interview with HR and the Bursar which will include some practical activities aimed at assessing your practical skills and communication skills. Followed by a short interview with the Director of Marketing Admissions for Dukes Education. Shortlisted candidates would then be interviewed by the Head.

Perks & Benefits

- As a part of the Dukes Education group you receive access to over 70 CPD events, training sessions, workshops, collaborative development days and courses each year, plus invitations to all Dukes events, talks, kids camps and more.
- An [Employee Assistance Programme](#), including six free in-person counselling sessions for both you and your family members.
- Staff Pension.
- Cycle to work scheme.
- Staff loans for training.
- Free daily lunches and refreshments.
- A warm staff culture with regular staff socials.



Equality, Diversity & Inclusion

Eaton Square is committed to continuing to make diversity, equity, and inclusion part of what we do – from how we educate our young minds to how we build our workforce. If you are from an underrepresented community, we would especially like to hear from you.



Application Information

Interviews will take place the week commencing 4th August 2025. Successful candidates may be invited to interview immediately upon receipt of their application, so we recommend applying early.

If you have any questions about the role, or special requirements for your interview, please contact Nurette Stanford on n.stanford@eatonsquareschools.com or 020 7225 3131.



We look forward to hearing from you.

Where tradition meets innovation.



Eaton Square
Schools

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