

Admissions Administrator

Deadline for applications: 12pm Friday 18th July 2025

Interview Date: week commencing 28th July 2025

Hours: Full time, 8:30am – 5:00pm

Start Date: Monday 1st September 2025

To apply, please click the 'quick apply' button on the job advert on TES and complete the application form.

Any queries, please contact Suzi Purser on pursers@rendcombcollege.org.uk

Rendcomb College is seeking a highly professional, well-organised and confident individual to join our Admissions team. The Admissions Office holds a place of vital importance in the School; for the majority of prospective parents and agents, it is their first contact with Rendcomb College. First impressions count and we pride ourselves on the professionalism and excellence of our customer service.

The successful candidate will work collaboratively within the Admissions Team to provide a professional and high-quality admissions service to prospective families including, but not limited to: initial enquiries, Open Days, Induction Days, Assessment Days and Student Visa arrangements. The Admissions Administrator will strive to deliver a high-quality standard of support, ensuring that data integrity and accuracy is maintained for reporting to stakeholders. The Admissions Administrator will provide administrative support to ensure that procedures are adhered to and specific projects are effective.

This is a busy and varied role involving daily communication with external agency staff, teaching staff, pupils and visiting families. The Admissions Administrator needs to work well under pressure, to have excellent organisational skills, to demonstrate good use of initiative and to have the ability to multi-task and prioritise. A collaborative and coherent approach is essential to ensure that, regardless of circumstances, the team are fully conversant with processes and procedures. The Admissions Administrator must be able to contribute effectively to any activity within the team.

There may be a need to assist the Head of Admissions at conferences and recruitment fairs as well as some evening and weekend working. An understanding of the independent education sector will be an advantage.

The successful candidate will have previously worked in a similar position in a busy office or customer service environment and will have general office administration experience with an excellent working knowledge of MS Office computer systems. Applicants should have excellent communication and interpersonal skills and be able to deal with a variety of individuals in a professional manner. They should also possess excellent time-management skills and be able to prioritise.

Main duties

Admission Processes

- Assist in the completion of the admissions process from initial contact with the school, pupil registration through to enrolment and entry.
- Oversee timely and appropriate responses to all inbound enquiries, regardless of the source.
- Organise visits, tours and Open Days for prospective parents and pupils including meeting and greeting on arrival, and if necessary, conducting tours of the school.
- Provide advice to parents/guardians about availability of places in all year groups and entry criteria.

- Assist at School promotional events as may be required, including induction days and taster days for both internal and external prospects.
- Assist with planning, coordinating and attending admissions events and external exhibitions, which can occur in the evening or at weekends.
- Complete accurate entry of pupil information in the college database (Openapply/iSAMS) and ensure accuracy.
- Understand and comply with the requirements of the UKVI Child Student visa process administration (training will be provided)
- Ensure all necessary pupil records and notes are kept up to date, including SEN and medical information, and ensuring compliance with the school's policy on data protection.
- Ensure that accurate and detailed records of all necessary admissions data is securely stored.
- Attend marketing events and external exhibitions, which can occur in the evenings or at weekends including Open Days, Prep School fairs etc.
- Assist in the organisation of taster days, Open Mornings, Scholarship days.

Communication

- Maintain the highest professional standards of communication whether in person, or using other communication medium.
- Liaise with the Head of College's PA and the Head of Junior's PA regarding arrangements for visits for prospective parents
- Respond efficiently to enquiries via telephone and email regarding the School and the Admissions process from prospective and new parents. This includes communicating clearly with those who may not be familiar with the British education system and for whom English is not their first language.
- Liaise with appropriate personnel regarding examination papers and results.
- Be an active, approachable and engaging presence for all current staff, pupils and parents.

General

- Ensure that Rendcomb College is represented in a positive and professional manner at all times.
- Work with the Head of Admissions and the rest of the Admissions department to ensure the Admissions Office is covered all year round to ensure that all enquiries are dealt with promptly and efficiently.
- General administrative support duties to ensure the smooth running of the Admissions Office.

All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work in the interests of pupils and in accordance with the School's policies and values.
- Be aware of their responsibility for promoting and safeguarding the welfare of children and young people whom they have contact with during the course of their duties.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post-holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Essential

- A team player with the drive to deliver excellence
- Exceptional written and oral communication skills, with a proven ability to build a positive and collaborative rapport with all stakeholders
- Exceptional attention to detail
- Excellent interpersonal skills with a diverse range of stakeholders
- Excellent organisational and planning skills with a strong ability to multitask and adapt to changing priorities
- Stay calm under pressure and work to deadlines
- Self-motivated and proactive with the ability to work as part of a small team
- Flexibility and adaptability
- Collaborative in their approach
- Highly proficient in the use of IT including Outlook and other Microsoft applications
- Professional attitude and approach to working at all times
- Positive and friendly manner
- Desire to improve personal and departmental standards
- Strong administrative skills

Desirable

- Experience of working in a sales environment, targets and KPI'S
- Knowledge and understanding of the independent education sector
- Familiarity with Openapply and/or iSAMS student record system
- An appreciation of the aims and ethos of Rendcomb College

Terms and conditions

Outline Salary and Conditions

A competitive salary will be offered in accordance with experience and qualifications. Rendcomb College has its own salary structure. All staff are automatically enrolled into the School's pension plan. Rendcomb College complies with standard employment legislation with regard to retirement.

Other Benefits

Rendcomb will provide staff with parking, and with lunch during term time and for most days during school holidays. Use of the College facilities, including gym, may be possible outside school hours subject to availability.

Hours of Work

This post runs throughout the whole year and is based on a Monday-Friday working week. Hours of work will be 8.30am to 5pm. It is recognised that owing to the nature of the role, it may be necessary for some work outside these hours. Please note this role is not suitable for home working.

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Holiday Entitlement

25 days per year plus Bank Holidays, at times to be mutually agreed between the post-holder and line manager. It should be expected that the majority of holiday entitlement will be taken outside of term-time.

All applicants who are short-listed for the post will be expected to undertake an in-tray exercise as part of the assessment process.

No agencies please. We reserve the right to withdraw vacancies at any time

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Rendcomb College is an equal opportunities employer