



Patron: His Majesty King Charles III
Co-educational Boarding and Day School for pupils 2 - 18 Years

Admissions Assistant - International
30 hours per week Term Time + 3 weeks
with some occasional Saturday and evening work

Wells Cathedral School seeks to appoint an Admissions Assistant - International to support the Director of Admissions, Marketing and Enterprises and the Head of Admissions in delivering an efficient, professional, highly accurate and well communicated service to all stakeholders.

Thriving in a fast-paced environment, the successful candidate will possess exceptional organisational and communication skills and meticulous record-keeping to ensure the smooth processing of International applications. This role requires a professional, proactive, detail-oriented individual who can manage multiple tasks efficiently, while providing excellent service to prospective families and supporting the overall admissions process and the business needs of Wells Cathedral School.

Excellent computer literacy, communication skills and administrative expertise are essential.

To arrange an informal discussion about this role please contact Lucy Llewellyn (Director of Admissions, Marketing and Enterprises) l.llewellyn@wells-cathedral-school.com to arrange a suitable time.

Closing date: Wednesday 16 April 2025, 08.00am

Interviews are scheduled to take place on Wednesday 23 April 2025

Suitable candidates may be interviewed before the closing date and Wells Cathedral School reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

For further details, please download an application pack from our website:
[Vacancies | Wells Cathedral School](#)

Wells Cathedral School is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, and obtaining an enhanced Disclosure and Barring

Services certificate. In addition, as part of the shortlisting process we will carry out an online search as part of the School's due diligence.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Wells Cathedral School has flourished since 909

Charity No. 310212