



Minerva Virtual Academy

Job Title: Admissions Advisor

Location: Remote + 1 day each quarter in London

Line Manager: Head of Admissions

Team: HQ / Growth

Salary: £30,000 with sales-related reviews

Working Hours: Monday-Friday 9am – 5.30pm (UK time zone). Some evening and weekend availability may be expected, depending on the needs of prospective families. We welcome international applicants – this is a fully remote position open to candidates worldwide.

Summary:

Minerva Virtual Academy (MVA) is the UK's fastest-growing online school, delivering transformative education to students aged 11–18 across the UK and globally. As we continue our ambitious expansion, MVA is on a mission to reimagine schooling for thousands of children underserved by traditional systems. Recognised by OFSTED and trusted by families and education stakeholders, MVA is leading the way in innovation and accessibility in online learning.

We are seeking an energetic and empathetic **Admissions Officer** to join our fast-paced Growth team. This individual will play a key role in managing the full admissions journey, from initial enquiry to enrolment, ensuring that every prospective family experiences smart, joyful, and solution-oriented service. You'll be the first point of contact for many families, helping them understand how MVA can meet their needs and positively transform their children's educational journey.

This is an exciting opportunity for a confident communicator who thrives in a sales-oriented, mission-driven environment and is comfortable working remotely. You'll host Discovery Calls, represent MVA at virtual open events, collaborate on process improvements, and help meet or exceed recruitment targets. If you're organised, tech-savvy, and driven by purpose, this role is your chance to make a lasting impact in the education sector.

Work Environment:

MVA offers a dynamic, rewarding, and exciting work environment unlike other schools or educational environments. The role presents a remarkable opportunity for the right candidate to be part of a fully remote team passionate about leading change in the education sector.

Join the Frontline of Growth: Drive Admissions at MVA

Are you a confident, results-driven communicator with a passion for education? We're looking for a high-energy, sales-savvy admissions professional to own and optimise the student journey—from first click to enrolment.

In this role, you will:

- **Own the Funnel:** Take charge of the full admissions pipeline, from initial enquiry to enrolled student, with a confident, proactive, and conversion-focused approach.
- **Be the Face of MVA:** Lead engaging Family Discovery Calls via Google Meet, showcasing the MVA experience and building trusted connections with prospective families.
- **Sell with Heart:** Deliver fast, joyful, empathetic service at every stage of the admissions process, turning curiosity into commitment.
- **Pick Up the Phone & Close:** Call inbound leads with enthusiasm and clarity, explaining how MVA transforms learning and solves real problems for modern families.
- **Shine on Camera:** Represent MVA at virtual Open Events and, as you grow, lead live Q&A sessions and admissions webinars with authority and authenticity.
- **Innovate & Collaborate:** Work closely with our leadership team to continually sharpen our processes, customer experience, and growth strategies.
- **Hit (and Exceed) Your Targets:** Partner with your Admissions teammates to smash recruitment goals and drive enrolment growth year-round.
- **Think Smart, Work Smarter:** Identify opportunities to streamline and automate our admissions systems using modern tools and AI-driven processes.
- **Keep It Tight:** Maintain our 'Inbox Zero' standard – because speed and clarity matter in every family interaction.
- **Stay Organised, Stay Ahead:** Accurately manage contact records in our School CRM, ensuring every detail supports the bigger picture.

Training on the above will be provided, though we are ideally looking for candidates who believe they can hit the ground running!

Requirements:

- 1.7 million children are currently out school in the UK – we are looking for candidates who have the desire, ambition, and empathy to fix this problem
- Knowledge and / or experience of the current UK Education System
- Experience in working towards KPIS
- Exceptional organisational and administrative skills
- Outstanding interpersonal and communication abilities
- Proven experience in customer relations and team collaboration
- High level of integrity, drive, and stamina
- Professional demeanour in both telephonic and face-to-face interactions

Desirable:

- Experience with all or some of the following: iSAMS / Canvas / Google Suite/ Zapier / Zoho / Canva
- Previous experience in educational institutions' admissions departments
- Tech-savvy and detail-oriented
- An understanding of the education sector