



Cobham Hall

Day and Boarding School for
Girls and Boys aged 11 - 19.

Education for life.

Admissions Assistant

Candidate Information Pack
Support Staff





THERE'S MORE IN YOU
THAN YOU THINK.

Welcome to Cobham Hall

Set within a stunning historic estate and 150 acres of picturesque Kent countryside, yet just 30 minutes from central London, Cobham Hall provides the ideal blend of academic excellence and broad education.

A rare opportunity to join a small, friendly, supportive community, where class sizes are small, and students are engaged and welcoming.

Closing date for applications: **Tuesday 29 April 2025, 9.00am**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Admissions Assistant will be a vital part of the recruitment process and its administration. It is the first point of contact with the School for the majority of applicants, both from the UK and across the world.



Key facts about the role:

Part of the Mill Hill Education Group

Salary

£24,500

Hours

8.30AM - 5.00PM

Contract Type

FULL TIME

Reporting Manager

ADMISSIONS AND MARKETING SUPERVISOR

Annual Leave

25 DAYS PRO RATA PLUS STATUTORY BANK HOLIDAYS



About the Role

Cobham Hall is looking for a highly organised and customer-focused Admissions Assistant to join our Admissions Office.

The Admissions Office is the first point of contact with the School for the majority of applicants, both from the UK and across the world, and to their families and agents; this busy and varied role is key to delivering the highest quality of professionalism in our customer service.

Excellent administration and communication skills and a positive outlook are essential, as is the ability to multi-task and work well under pressure.





Job Description

Key Tasks and Responsibilities:

Admissions Process

- Respond efficiently and professionally to a constant stream of enquiries via telephone and email regarding the School and the Admissions process from prospective and new parents, as well as agencies, both UK and international.
- Collaborate and communicate with Admissions' many stakeholders, including academic and support staff, external agency staff, the Mill Hill Education Group International team, pupils and their families, to ensure an effective and efficient service.
- Assist in the organisation of Admissions events, such as Open Mornings and Taster days, attending as required – these may occur on a weekend or evening.
- Arrange individual family visits, meet with families and take tours of the School as required.
- Organise assessments and interviews, and manage the issue, collection and administration of admissions documents.
- Assist in the preparation and checking of documentation for UKVI purposes.

Administration

- Ensure the efficient administration of the busy Admissions Office, undertaking general supporting duties to ensure its smooth running.
- Send out promotional materials to prospective families and other representatives.
- Issue and process admissions documents, ensuring that proper correspondence and documentation is received and acknowledged, filed, and that departments are notified as appropriate.

- Liaise with the Marketing department to ensure there is a sufficient supply of promotional material for Admissions use, including exhibitions and fairs.
- Update and amend all joining information annually, and as required.

Database Management

- Enter and maintain data accurately and within appropriate timescales into database systems from initial enquiry onwards.
- Run reports and provide analysis as required.

Other

- Create a positive image of the School to all Admissions' contacts.



Person Specification

Personal Skills and Qualities

- Excellent organisational and administrative skills.
- Excellent verbal and written communication skills and attention to detail.
- Ability to interact positively and effectively with staff, pupils and visitors.
- Ability to work accurately and effectively to deadlines.
- Initiative and a positive attitude.
- Collaborative approach.
- Flexibility to work outside of working hours.

Qualification Criteria

- It is not essential that the post holder has a recognised qualification in administration or sales, but they must be educated to GCSE Level or equivalent, and preferably A Level.

Experience and Knowledge

- Experience of delivering customer service and working with people is essential.
- Experience of delivering efficient administration in a busy environment is also needed.
- Proven ability to work collaboratively.
- Experience of working in education would be an advantage, although not essential.
- Experience of working in admissions would be an advantage, although not essential.
- Experience in using iSAMS or equivalent database would be an advantage, but not essential.





About the School

Cobham Hall is a prestigious Grade I listed Tudor mansion, built in 1584, set within 150 acres of stunning 18th century parkland in the village of Cobham, Kent. Conveniently located, only 30 minutes from central London via high-speed rail from Ebbsfleet International and within an hour's drive of the Channel ports at Dover and Folkestone.

Founded in 1962, the School combines rich history with a forward-thinking approach to education.

Cobham Hall is a co-educational boarding and day school for students aged 11-19. Cobham is a proud member of the Round Square Network since 1971 - the first all-girls' school to join - it embraces the Round Square IDEALS within their ethos.

The School is widely recognised for its commitment to student wellbeing and is a leader in pastoral care and innovation.

Currently transitioning to full co-education across all year groups, the School will welcome boys and girls in across all years from September 2025.

Small class sizes ensure personalised support, with dynamic and engaging lessons that inspire academic excellence and personal growth.

Headmistress Mrs Wendy Barrett, who took up her role in 2020 after serving as Deputy Headmistress, has introduced an ambitious strategy to raise standards and equip students with the academic and character skills needed to thrive in an ever-changing world. With a strong emphasis on values, wellbeing, and academic success, Cobham Hall prepares students for life beyond the classroom, empowering them to reach their full potential.

A part of the Mill Hill Education Group

In March 2021, Cobham Hall joined the Mill Hill Education Group, a charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Pupils have an excellent understanding of the value of diversity and are well prepared for their future lives."

Independent Schools Inspection 2023

Why Choose Us

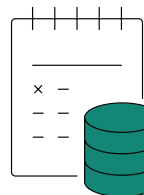
- Excels in STEM and the Arts: 100% pass rate in Biology, Chemistry, Physics and Music.
- Non-selective nature inspires every student to step beyond their comfort zone.
- 1/3 of GCSE students achieved Grade 7 (A*/A) or above in all of their subjects.
- 20+ nationalities across our community.
- 90% of A Level subjects had a 100% pass rate.
- A digital school.
- More than 75% of students get into their first choice university, including Russell Group universities.



Cobham Hall Benefits



Free on-site parking



Pension schemes



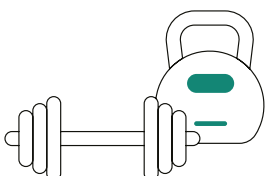
Opportunities for continued professional development



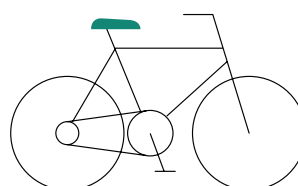
Access to 150 acres of Grade II* designed parkland



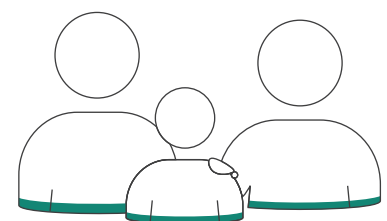
Lunch included



Use of the School fitness room, studio and swimming pool



'Cycle to Work' Scheme



Small class sizes

How to Apply:

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on Tuesday 29 April 2025.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



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A day and boarding school for girls and boys aged 11-19

Education for life.

NOW
WELCOMING
APPLICATIONS
FROM GIRLS
AND BOYS IN
ALL YEARS

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In partnership with



April 2025