



# Lancing College

## Appointment of Admissions Assistant



## **The College**

Lancing College, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to work.

The College is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status. We particularly encourage applications from under-represented groups.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The College was awarded a Significant Strength (the highest accolade under the new Independent Schools' inspection framework) for Pastoral Care in the October 2023 ISI inspection. The full report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London](#)

The school roll currently stands at its largest for many years with 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has 277 day pupils on roll at Lancing Prep at Hove and 214 day pupils on roll at Lancing Prep at Worthing. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A\* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014. He takes up a new position as Head of Oundle School from September 2025. Dr Scott Crawford, Deputy Head at Magdalen College School has been appointed to replace him.

**Job Title:** Admissions Assistant  
**Responsible To:** Director of Admissions  
**Department:** Marketing, Admissions and Development

We are seeking an Admissions Assistant to support the Admissions Managers and Director of Admissions in delivering an efficient and effective admissions service, to provide support for all duties, processes and responsibilities related to the admissions office.

### **Working in Admissions, Marketing and Development**

The Department is very much at the heart of Lancing activities. We are an energetic and forward-thinking team of talented individuals focused on contributing to the continued success of Lancing College. Across the team there is extensive engagement with both internal and external stakeholders.

Internally, key points of contact beyond the Admissions team are the Marketing and Foundations Teams, Facilities and members of the academic staff. Whilst Admissions is a non-academic department, there are plentiful opportunities to interact with the student community, both current and incoming.

Externally, members of this team are frequently the first point of contact for visitors and guests, representing the College face to face, on the telephone or across social media. The wider Lancing community of OLs, current parents and parents of former pupils are extremely important to the College, and the Head Master's Office team is a primary point of contact and information.

The Admissions, Marketing and Development team is managed by Mrs Diana Cree, who has been at the College since March 2016. Mrs Cree reports to the Head Master and sits on the Senior Executive Team for the College.

### **Job Description**

#### **Key Tasks and Responsibilities:**

- To create a positive impression to those seeking information on admission to the school.
- To ensure that all information from initial enquiry is captured in a timely and accurate manner in the admissions database.
- To support the Admissions Managers with:
  - The efficient and timely logging of all details about prospective entrants from initial enquiry to the point of join.
  - Visits of prospective parents and ensuring that they are welcomed to the School from the moment they arrive at Lancing.
  - Ensuring that the presentation of the HMO visitors' area is tidy for our guests.
  - Responding to telephone enquiries, processing registration documents and visit follow-up communications.

- The follow up, communication and prompt database entry of families through different stages of the recruitment process. Processing registration documents.
- Ensure the filing of prospective pupil records is kept up to date and easily accessible.
- Where necessary assisting the Admissions and Database Officer.
- Assisting in preparing for events being arranged by the Admissions/Marketing office.
- Co-ordinate the programme of events and visits, liaising with prep schools in particular. Ensuring materials are prepared for events.
- Liaising with the Lancing College prep schools and other feeder schools.
- Marketing of the school to prospective parents, prep schools and agents.
- The administration of entrance assessments, scholarships and additional tests.
- Administration of the recruitment of international pupils, working with our specialist visa provider.
- Dealing with other issues as determined by the Director of Admissions.
- Managing stationary orders for the Head Master's Office (HMO).
- Managing catering orders for the HMO with the College catering department in relation to the day-to-day requirements.

### **Measure of Success**

Success in this role will be measured by:

- The number and quality of pupils joining the College.
- A positive customer experience, measured through customer interactions.
- The value and accuracy of reporting and management information.
- The day-to-day smooth running of the Admissions Office.
- Adequate materials are prepared for external and internal events.

### **Key Skills and Qualities required:**

#### **Essential**

- Educated to minimum GCSE standard in English and Mathematics.
- Previous administrative experience including greeting customers and dealing with enquiries by telephone.
- Previous experience of working with a customer database, ensuring accuracy of data entry and personalised mailings (mail merge).
- Exceptional organisational and administrative skills.
- The ability to prioritise and to work to strict deadlines whilst always maintaining accuracy.
- Excellent communication and interpersonal skills both verbal and written.
- Competent and enthusiastic user of databases and Microsoft Office.
- Ability to multitask and work under pressure whilst dealing with visitors and enquiries.
- Ability to work within a team and to be a self-starter.

**Desirable**

- Training certificate in IT packages.
- Education to A Level and beyond.
- Previous experience of working within a school or a good knowledge of the education sector would be an advantage.

**Personal Attributes**

- Attention to detail and an understanding of the importance of processes.
- Self-motivated, self-confident, and able to work independently and as part of a team.
- Ability to deal effectively with confidential and sensitive information.
- Excellent time management, organisational and administration skills.
- Enjoy working to a high standard in a demanding environment.
- Able to work on own initiative and with a can-do and flexible approach.
- Calm under pressure.
- Reliable, highly conscientious, and punctual individual with a warm and professional manner to join our busy team.

**What we can offer you:**

- Complimentary lunch for those working either side of lunchtime.
- Free parking at our on-site car parks.
- Cycle-to-work scheme.
- Additional leave between Christmas and New Year.
- Access to books, DVDs and magazines from the College Library.
- Support for professional CPD where this related to an individual's role.
- Flexible working is something which varies from job to job, but it is a benefit we try our very best to accommodate where possible.
- Comprehensive wellbeing support from the Employee Assistance Programme, offering a 24/7 support helpline and wellbeing tips including professional advice.
- Free tickets to College musicals, dance and drama performances.
- Staff events, Christmas parties, end-of-term celebrations and other opportunities to socialise and relax with colleagues in our welcoming community.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

**Application Procedure:**

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website [www.lancingcollege.org.uk](http://www.lancingcollege.org.uk). Please send any emails to [recruitment@lancing.org.uk](mailto:recruitment@lancing.org.uk)

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

**Closing date:** 28 April 2025.

**Interviews:** w/c 5 May 2025.

Informal conversations about the post may be arranged with the Director of Admissions, Hilary Dugdale [hrd@lancing.org.uk](mailto:hrd@lancing.org.uk)

The College reserves the right to call individuals to interview prior to the closing date for applications.

## Terms and Conditions

- Salary is £18,000 - £19,000 per annum depending on experience.
- This is a term-time only position, plus 3 weeks.
- Hours of work will be 40 hours per week, 08.30 – 17.30 Monday to Friday with one-hour unpaid lunch. Some flexibility is required. In addition, you will be required to work occasional Saturday mornings during term time (i.e. 8.30am to 1.30pm). There are varying workload patterns in the calendar of a busy school admissions office. Applicants should note that in busy times a longer working day may be required. Where evening and weekend work is required, time off in lieu/payment will be given.
- Holidays may only be taken during the school holidays. Any public holidays that fall during term time will be treated as normal working days. The employee's salary will include the equivalent of four weeks' paid holiday.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Kindergarten and Nursery level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment is subject to a probationary period of twelve months probationary period. During the probationary period, two weeks' notice will be required on either side. Following probation, the notice period shall be one month or the statutory minimum requirement.

## **Further Information**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.