



JOB DESCRIPTION – January 2026

Job Title:	Admissions Coordinator
Reports to:	Registrar
Department:	Marketing and Admissions
Hours per week:	23 hours per week, 52 weeks per year. Days and working pattern to be discussed at interview.

Key working relationships

Education Agent Partners
Registrar
Director of Admissions & External Relations
Marketing & Admissions Team
Heads of Section
Boarding Housemaster/mistresses
Finance

Job Summary

This is a vital role for the School with the opportunity to elevate the School's already outstanding reputation. As a key ambassador for the school, you'll report directly to the Registrar and collaborate closely with the Director of External Relations, Head of International Admissions and Assistant Registrar (UK).

In this role, you'll bring energy, enthusiasm, and confidence to every interaction, supporting strong relationships with families and educational agents. Your role will be to contribute to exceptional customer service to prospective families at every stage of the admissions process, ensure efficient and accurate record keeping and compliance with UK Visas & Immigration.

Your work will be pivotal in further strengthening the School's vibrant and diverse student community, meeting target levels while delivering a personalised, exceptional experience for agents and families. The role requires strong administrative skills, keen attention to detail, and a passion for building connections that help shape the future of the School.

If you're ready to take on a busy role that offers hands-on involvement, this is a unique opportunity to contribute to a growing, internationally renowned institution.

Duties and responsibilities

The following list serves to illustrate the scope of work and responsibilities of the post as is not intended to be an exhaustive list of duties.

Main Duties and Responsibilities

- Contribute to a culture of customer service excellence in the student recruitment process.
- Harness data captured from the School website and other systems to drive applications, customise the admissions experience and maximise conversion.
- Deliver high professional standards in the day-to-day support of the Admissions process, particularly for international applicants, ensuring all applications are dealt with swiftly and their details maintained in Open Apply, ISAMS and visits booking system.
- Act as a UKVI Level 1 User the UKVI Sponsor Management System to ensure compliance for sponsored students and ensure that all UK visa requirements are met.
- Suggest ways in which the “customer journey” for prospective families can be improved (visitor etiquette, welcome, follow up etc).
- Work collaboratively with the Director of External Relations, Registrar, Head of International Admissions, Assistant Registrar and Head of Marketing and boarding teams to ensure the pathway from enrolment to placement of students is seamless and positive for all parties.
- Support the joining forms process to ensure all new joiners provide all required information
- Support the transition of new joiner student information into ISAMS and ensuring that data is accurate.
- Understand and communicate the school's ethos and approach in all communications and interactions with prospective parents.

Student recruitment & Events

- Oversee the organisation of school visits and tours for agents and prospective families liaising with staff as necessary and ensuring the online visit booking system is kept up to date.
- Support the coordination and administration of entrance test assessments and scholarship assessments.
- To support the organisation and running of admissions events, including attendance at events.
- Other duties that are deemed appropriate to the role by the Registrar and Head of International Admissions.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and they will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.