

Job Description: 13/14+ Admissions Officer

Reporting to: Admissions Manager

A highly organised individual is required to manage the 13/14+ entry admissions process for pupils from enquiry to enrolment, in addition the role holder will support the operational planning of engagement events for prospective pupils for the 13+ entry pathway. This role is based at King's Senior School, and works as part of an established and high performing Senior School Admissions team.

The Admissions Department serves as the first point of contact for families exploring a place for their child at the School. As such, the work is highly customer-focused, fast-moving, and consistently busy throughout the year, with each day bringing new and varied tasks. Members of the admissions team contribute to a broad range of activities including, managing enquiries and registrations, assessment arrangements and offers and acceptance communication.

The department handles initial enquiries from prospective parents and pupils, coordinates events that showcase and promote the School, oversees the full admissions journey for all incoming pupils, and ensures accurate data management and record keeping. The team comprises seven experienced admissions professionals and is led by the Director of Admissions. The role holder will report to the Admissions Manager.

Purpose of Role:

This role requires a detail orientated and personable individual to oversee the full 13/14+ admissions process—from initial enquiry through to enrolment. The role holder will develop prospective parent relationships by supporting progression through key milestones in the admissions process, and through the planning and delivery of events for that entry pathway. The role holder will facilitate a smooth, informed and timely progression through the admissions pathway, whilst also engaging with prep schools in support of upcoming events.

Key Responsibilities:

Principal Accountabilities

Admissions for Year 9 & Year 10 (13/14+) Entry

- Overseeing and administering all aspects of the Year 9 (Shell) / Year 10 (Remove) admissions and enrolment process, ensuring accurate, comprehensive and compliant data is maintained and progressed
- Actioning enquiries, processing registrations, arranging assessments, producing outcome letters and acknowledging acceptances and providing joining information
- Working alongside the team to serve as a key point of contact for domestic and overseas families from initial enquiry through to enrolment, ensuring clear and consistent communication throughout.
- Working with the support of the Admissions Data Assistant to produce assessment and scholarships data in readiness for senior team review meetings.
- Working with the Overseas Coordinator to ensure the collection of required documentation for UKVI compliance

- Building and sustaining strong relationships with feeder schools.
- Working with internal departments such as Finance, Operations, Heads of Department, House Masters and House Mistresses to ensure all stakeholders are informed of admissions activity.

Events and Activity Days for Prospective Pupils

- Planning and delivering Taster Days and relevant admissions events for 13/14+ cohort
- Working with the marketing department to ensure the smooth planning of upcoming events
- Working in partnership with wider colleagues, providing support in communications with prospective families and prep schools inviting them to school events.

Assessments

- Liaising with prep school staff to confirm pupils sitting Pre-tests
- Preparing Pre-Test data ready for senior team consideration
- Arranging applicant interviews with the senior team, both in person and on MS Teams
- Preparing outcome letters

Entrance Examinations and Scholarships

- Managing the admissions process for all Year 9/10 entrance applications.
- Planning onsite assessment days, and arranging remote invigilation with agents for overseas applicants
- Arranging applicant interviews with the senior team, both in person and on MS Teams
- Ensuring internal staff are communicated with in the run up to assessment days
- Obtaining reports and references from current schools.
- Together with the Admissions Data Manager preparing the applicant data for scholarship and bursary applications for decision meetings.
- Producing scholarship outcome offer letters.

Open Mornings

- Supporting the planning and coordination of and representing the School at Saturday Open Days

Database Management and Analysis

- Maintaining admissions data in the iSAMs database (training provided), ensuring daily updates and data integrity.
- Processing of Registrations onto iSAMs and setting up of initial Enquiries
- Analysing admissions data as required.
- Maintaining an up-to-date database of feeder schools.

Administrative Duties

- Managing 13/14+ applicant enquiries coming into the admissions inbox, ensuring timely responses and action as appropriate.
- Providing administrative support to the wider team and assist with the smooth operation of the Admissions office

Other Duties

- Undertaking additional duties consistent with the nature and grade of the role, even if not specifically outlined above, as reasonably required by the School.

This job description reflects the post as of the stated date but may be updated periodically by the HR team to ensure it remains current. The School reserves the right to make reasonable amendments.

PERSON SPECIFICATION		
Requirements	Essential	Desirable
Educational attainment	- GCSE English and Mathematics (or equivalent) - Good general standard of education	- Degree or equivalent qualification - Relevant training in administration, customer service, events, or data management
Knowledge required	- Understanding of the importance of high levels of customer service - Knowledge of accurate data management and confidentiality	- Understanding of admissions processes (particularly 11+/13+/14+) - Awareness of UKVI compliance requirements for pupil admissions - Familiarity with scholarship and bursary processes
Experience required	- Experience in a busy administrative or customer-facing role - Managing multiple tasks and deadlines simultaneously - Working with databases and maintaining accurate records - Handling sensitive and confidential information appropriately - Coordinating meetings, events, or schedules	- Experience working in a school or admissions environment - Experience liaising with parents, schools, or external stakeholders - Experience supporting assessment or examination processes - Experience using iSAMs or similar MIS/CRM systems - Experience working with overseas applicants or agents
Skills and aptitudes required	- Excellent organisational skills and attention to detail - Strong written and verbal communication skills - Confident and professional interpersonal manner	- Ability to build relationships with feeder schools - Experience preparing reports or data for senior leadership



THE
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	• Strong IT skills (Microsoft Office – Word, Excel, Outlook) • Ability to prioritise effectively in a busy environment • Ability to analyse and present data clearly • Strong logistical planning skills for events and assessment days • Highly organised and proactive • Strong team player with the ability to work collaboratively • Ability to build rapport with parents, pupils, and colleagues	• Confidence using database systems such as iSAMs
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TRAINING

The role holder is encouraged to undertake training relevant to the responsibilities above or related functions. The cost of this training and reasonable expenses, which must be approved in advance by the Head of Department and the Bursar, will be borne by the School.

CHILD PROTECTION

The postholder is expected to demonstrate an understanding of and commitment to, the safeguarding and welfare of children and young people. The school has clear safeguarding and Child Protection policies and procedures in place which the postholder must comply with at all times.

February 2026