

## Job Description - Admissions Assistant (Part-time)

1. **Job Title:** Admissions Assistant (Part-time)
2. **Responsible to:** Admissions Assistants are line managed by the Registrars, reporting to the Director of Admissions.

### 3. Job Summary:

To work in the Admissions Department assisting with the recruitment and enrolment of new pupils to the Charity. This public-facing position requires excellent communication skills and initiative; the Admissions Assistant needs to be intelligent, approachable, efficient, enthusiastic and hard-working. Strong inter-personal skills are essential.

The Admissions Assistant will need the confidence to be able to interact positively with a wide range of different people both externally and on a Charity-wide daily basis. It is essential that the Admissions Assistant has very good digital skills and literacy, particularly in the use of productivity tools (Word, Outlook, Excel, Teams) as well as the ability to learn internal systems quickly and efficiently.

### 4. Duties and Responsibilities

#### a) Admissions Correspondence

- Swift and professional handling of enquiries from external stakeholders. This may be in-person or via email, letter, telephone call or web-based form.
- Ordering and maintaining stock levels of printed admissions materials.
- Contacting Heads (or relevant others) of pupils' previous schools to capture information relating to pupil registration and enrolment.
- Liaising with parents and guardians to assist them with the Charity's admissions processes.
- For international enquiries, liaising with agencies / agents, as required (see below).

#### b) Admissions Data

- Managing the daily input, update and maintenance of admissions records across databases and the Charity's management information system (ISAMS).
- Ensuring that records are kept in line with best practice and data protection policies.
- Preparing new pupil files and the production of admissions reports.
- Assisting the marketing team with campaigns relevant to pupils in the admissions pipeline.

#### c) Admissions Events and Visits

- Coordinating visits for prospective families and their children.
- Greeting families upon arrival and assisting the Headmaster and/or Director of Admissions with wrap-ups at the end of visits.
- Liaising with Housemasters and Housemistress to arrange house visits and pupil-led tours.
- Ensuring that the family room and display screen are prepared for visiting families.

- Supporting pupils attending for scholarship assessments.
- Assisting with the planning and organisation of open mornings, information evenings and other similar events (occasional additional hours compensated with time in lieu).

**d) International Admissions**

- Acting as a point of contact for international enquiries and communication with international agents / agencies.
- Support the Registrar (International) by arranging online interviews and any relevant assessments, including testing in English as an Additional Language (EAL).
- Managing international pupil records and documentation to meet the United Kingdom Visa and Immigration (UKVI) compliance requirements.

**e) Data and Information Governance**

- Maintain accurate and up-to-date admissions records within ISAMS or any other CRM platform.
- Process, store and retrieve applicant and pupil data in accordance with the Charity's policies and data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Ensure the confidentiality and security of sensitive personal information, reporting any data breaches, risks or concerns to the Director of Admissions.
- Support data quality assurance activities by checking the accuracy, completeness and consistency of admissions records and identifying discrepancies for resolution.
- Prepare, maintain and distribute admissions-related reports and statistical information, ensuring data is accurate and appropriately handled.

**f) Safeguarding Duties**

- The Admissions Assistant has responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or who they encounter. The Admissions Assistant is required to adhere to, and ensure compliance with, the Charity's Safeguarding and Child Protection Policy Statement and Staff Code of Conduct at all times.
- In carrying out their duties, it will be assumed that the Admissions Assistant will be engaging in regulated activity. While the post-holder is unlikely to have a large amount of contact with pupils, there are connected responsibilities which must be strictly observed including, but not limited to:
  - Site security
  - The handling of sensitive or personal information
  - High expectations of professional conduct and behaviour
- If, while carrying out the duties of their role, the Admissions Assistant becomes aware of any risks or potential risks to the safety or welfare of children, they must report any concerns to the relevant School's Designated Safeguarding Lead (DSL) or, in the absence of the DSL, to the Headmaster and relevant agencies.

g) General

- To carry out any other duties associated with the role at the reasonable request of the Director of Admissions, the Headmaster, or member of the Senior Management Team.
- The delineation of responsibilities may be adjusted according to the skills and experience of the appointee.

5. Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in Mathematics and English.</li> <li>• <u>Excellent communication skills:</u> The ability to write correctly and clearly and to communicate ideas and information that are appropriate for the given audience and the task.</li> <li>• <u>Excellent interpersonal skills:</u> To be a team-player; to work co-operatively and supportively with others.</li> <li>• <u>ICT skills.</u> To possess essential up-to-date ICT skills to cope with the daily volume of administrative work, and to ensure a high level of detail and accuracy, particularly for data entry.</li> <li>• The ability to work with standard office productivity tools including Microsoft Word, Outlook, Excel, Teams etc.</li> <li>• The motivation to quickly become a highly proficient user of the Charity's management information system (ISAMS) and other platforms used to manage pupil admissions data.</li> <li>• Rigour and reliability. The ability to work to schedules and be highly organised.</li> <li>• Attention to detail. Ensure that sufficient attention is paid to detail and quality in all aspects of the role, particularly regarding data entry and family visits.</li> <li>• To set high standards of professional expectation for self and others.</li> <li>• Demonstrate enthusiasm and positivity, show initiative, stamina and drive.</li> <li>• To have experience of working in a customer-facing role.</li> </ul>	<ul style="list-style-type: none"> <li>• An affinity with the Charity's values and culture.</li> <li>• To be at ease with promoting the ethos of an independent co-educational day and boarding school.</li> <li>• To have prior experience of working in a school / education setting.</li> <li>• To have prior experience of working in an admissions role.</li> <li>• Prior experience of working in an international context.</li> <li>• Prior experience of working with ISAMS, or other school management information system.</li> </ul>

## 6. Terms and Conditions

**Salary:** £13.74 hourly rate

**Hours of Work:** Normal hours will be 20 hours per week, preferably 1pm to 5pm each weekday to suit business needs, but the specific hours can be discussed with the Director of Admissions at interview.

The Admissions Assistant is required to work term-time plus six weeks (39 weeks total).

Additional 'out of hours' events may require occasional attendance and time off in lieu (which can be taken during St Andrew's/College holidays) will be given.

**Pension:** After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pensions scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3% also. You may choose to opt out of the pension scheme.

**Holiday:** Five weeks' paid holiday plus Bank Holidays, pro-rata, to be taken during College holidays. Pay for this is included in your salary.

### Other Benefits

- Lunch (free of charge) during normal working hours
- Life Assurance
- Employee Assistance Programme
- Free use of Eastbourne College sports facilities including pool and gym
- Two free theatre tickets to Charity performances

## 7. Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

The closing date for applications is **Monday 27 July 2026**.

For further information, please contact Human Resources on 01 323 452288 or email [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk).

## 8. Safeguarding and Equal Opportunity Statements

*Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to appropriate child protection screening, including checks with past employers and the DBS.*

*Post holders will be engaging in regulated activity.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.*

*Eastbourne College (Incorporated) is a non-smoking establishment.*