



**Admissions Officer**  
**Full Time, 37.5 hours**  
**£28k - £32k**

Reporting to the Admissions Manager, the Admissions Officer will work to deliver a seamless Admissions service to the Prep School. The Admissions Officer role is a key interface with prospective parents and pupils, and plays a key part in building lasting relationships. The Admissions Officer will provide information and support to deliver a high-quality admissions service.

**About Us**

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 years to 18 years. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

**What you'll be doing (objectives)**

- Work with the Headmaster of the Prep school and the Prep Deputies to build a plan and set admissions targets for the Prep
- You'll work with the Admissions Manager to report on admissions activity across the Prep School
- Work with the Admissions team to plan and deliver Open days, Tours, Induction Days etc
- Attend Open Days/Events and act as an ambassador for the College, providing information to prospective parents and pupils
- Delivering tours of the College as required
- You'll work with the Admissions Manager to define a standard Admissions experience in order to deliver consistently high-quality standard
- Collaborate with the International Admissions Officer to coordinate overseas applications into the Prep
- Building subject matter expertise of the Prep School and the wider College, thereby being a knowledgeable and credible ambassador for the area of the College you represent
- You'll liaise with prospective parents using a range of media to answer questions and provide information regarding the Pupil lifecycle
- You'll play a part in raising the profile of Clifton College, maximising enquirer conversion to deliver enrolment numbers from feeder and international Schools and new enquirers



- You'll work with the Admissions Administrator to coordinate new student orientation activities
- You'll maintain accurate enquirer and visitor records in line with the College database and/or system requirements to enable accurate reporting and Mi

## About You

This is a customer (parent) facing role therefore you'll have excellent relationship building skills and the ability to build lasting relationships. You'll be strong at managing your time effectively, and prioritising work to meet the demands of the Admissions Plan. You'll be a confident networker as this role requires working with colleagues across the College to build a credible Admissions experience. You'll be an expert at working with a range of demanding customers and resolving problems quickly. The ability to remain calm under pressure is something that comes naturally! You'll also need to be committed to working as part of a team.

## Required Qualifications & Experience

- Experience of working in a busy, public-facing environment to deliver excellent service
- Strong interpersonal skills
- Excellent organisational and administrative skills
- The ability to form good relationships with colleagues, parents, feeder schools and the wider community; experience with relationship building and rapport
- Experience of working in a similar role would be beneficial but not essential

## Required Skills

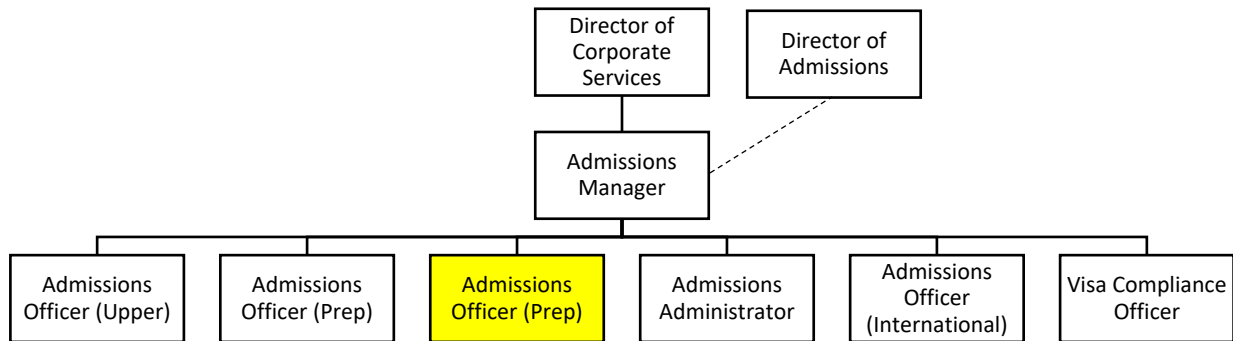
- Database and/CRM skills

## What's in it for you

26 days annual leave plus bank holidays • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development



## Your Team



## How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too).

If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don't worry because we'll provide training to do this!

## How to apply

In the first instance, send us your CV. If you're invited to interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.



Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975,2013 and 2020.

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