



Admissions Assistant

Part Time - 24 hours a week

MAKE A PROFOUND IMPACT

Habs

HABERDASHERS'
ELSTREE SCHOOLS



Welcome *from*

Gus Lock, Executive Principal, Habs Elstree

Haberdashers' Elstree Schools (comprises of Haberdashers' Boys' School and Haberdashers' Girls' School) are home to over 2600 students and over 400 staff on one co-educational 100-acre campus.

Our scale creates exciting opportunities, bringing together the expertise of our two schools, alongside our reputation for outstanding academic results, we are leading the way to help lead and shape the educational conversation, locally, nationally and globally, with children always at the centre.

We are Habs because of our students and staff, our campus location and our desire for progress. Our roots lie firmly in our philanthropic founding principles and, with our deep sense of purpose in our community.

We are driven always by our purpose to empower young people to have a profound impact in the world, all underpinned by our four values: ambition, curiosity, courage and community.

We are always looking for like-minded people to join our team who want to make a meaningful difference to the world and support us to deliver our vision to be at the forefront of education.

We look forward to receiving your application.



GUS LOCK
EXECUTIVE PRINCIPAL

Hear more from our Heads [here](#)

Overview

The schools provide a challenging, positive, stimulating and secure community in which students enjoy working hard to fulfil their potential. The co-location of the Schools provides the best of both worlds: an excellent single-sex education within a co-educational environment.

The Schools trace their roots back to the 17th century when the founder, Robert Aske, established the principles that guide it to this day – to give talented and ambitious young people the opportunities they need to succeed in life. We are Habs because of our students and staff, our campus location and our desire for progress. Our roots lie firmly in our philanthropic founding principles and, with our deep sense of purpose in our community.

The Schools' priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, it aims to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she or he needs to give her or him confidence to go forward in a changing world.

The Schools have a diverse community which nurtures a global perspective and a deep sense of responsibility for the world in which their pupils will lead and succeed. The excellent pastoral care, broad academic curriculum and far-reaching co-curricular provision prepare students for success, wherever their passion may take them.

Habs is the 2025 *Independent* School of the Year

Haberdashers' Elstree Schools has won awards for Outstanding Educational Partnerships AND the overall top accolade of Independent School of the Year 2025, recognising its long-term commitment to social impact through deep, sustained collaborations with state sector partners.

"This year's Independent School of the Year has demonstrated its resilience in staying true to its vision, rather than swerving the challenges of the moment," said the judging panel.

"It represents the very best qualities of the independent sector—a voice that helps the wider world to understand the powerful and positive impact of this sector."



In a landmark evening for the school, Habs was also awarded the overall top award title of Independent School of the Year 2025.

The annual awards celebrate excellence across the UK's independent education sector, and this year, Habs stood out from a strong field of national winners to take the overall top honour —awarded to the school that most clearly embodies the best of independent education today.

A VISION FOR IMPACT

Habs traces its heritage back many centuries, within the context of the Haberdashers' Livery Company, to a philanthropic vision intended to provide education and opportunity to the least privileged in society.

At the heart of Habs Elstree's success is a clearly defined purpose: to empower young people to have a profound impact in the world.

The Habs Partnerships Programme is formed of strong and mutually beneficial partnerships between the Haberdashers' Elstree Schools and six local state partner schools (Cowley Hill Primary School, Borehamwood; Fairfield Junior School, Radlett; Hertswood Academy, Borehamwood; Meryfield Primary School, Borehamwood; Monksmead Primary School, Borehamwood and London Academy School, Edgware) aimed to build educational opportunities for our local community centred around the WD6 postcode.

The partner schools all serve communities with average or above-average levels of disadvantage, and face persistent challenges in educational attainment, access to specialist subjects, and extracurricular enrichment opportunities.

Through its pioneering partnerships programme Habs delivers over 52 hours of curriculum support and enrichment every week with almost 2000 students benefitting from an average of 12 hours of sessions each. This involves over 500 Habs students in Years 10 to 13 who are specially trained to lead and support sessions, fostering leadership, communication and adaptability and 56 Habs staff members contribute weekly, supporting curriculum alignment and ensuring quality provision.

DEMONSTRABLE IMPACT

The work in partnership has raised average school attendance among disadvantaged pupils – i.e. not just attendance at partnerships sessions, but at school overall – by 10.1%, equivalent to a full extra day of school every two weeks. Raising attendance is one of the key challenges for state schools; it is now clear that a regular programme of partnerships work is a powerful tool for tackling this challenge, given that attendance is the most powerful predictor of school outcomes for young people.

“In a highly competitive field, the judges were impressed by our brilliant programme in which our students and staff work together for mutual enrichment with partner schools, making a tangible impact, including helping to improve student attendance in our partner schools. I cannot put into words how proud I am of our schools, staff, students and community. Everyone at Habs works incredibly hard, and at a tough time for the sector and our schools, but your commitment to one another, to our schools, and to the idea that our work can genuinely change lives and will help our brilliant pupils to make a meaningful difference to the world, is inspiring. Thank you, from the bottom of my heart, for all that you do for our students, our colleagues and our community.” said **Mr Gus Lock, Executive Principal of Habs Elstree Schools.**

Mr Joshua Plotkin, Director of Partnerships at Habs, added: “As part of a programme which trains, guides and supports them, we put our students into the wider world and enable them to have a profound impact.”

RECOGNITION OF PURPOSE

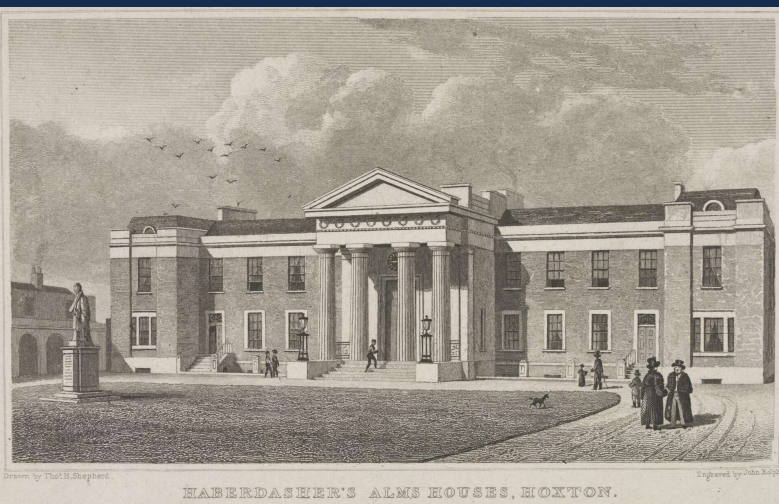
These awards are not just a celebration of academic excellence —they recognise a school actively using its resources, people, and purpose to drive social mobility and create a positive legacy beyond its campus.

The double win signals national recognition for Habs' distinctive approach to education: one that fuses ambition with action, excellence with empathy, and leadership with service.

Our history and governance

Robert Aske was a merchant and Master Haberdasher. On his death, he bequeathed today's equivalent of over £8 million to the *Haberdashers Livery Company*, to build almshouses for poor members of the company and *set up a school for 20 of their sons*.

The Aske Charity was set up and Habs Boys, known as Aske's Hospital, opened in 1690. The Schools Inquiry Commission encouraged increasing provision for girls' education in Britain so Habs Girls was established alongside Habs Boys in 1875.



Haberdashers' Elstree Schools (Habs Boys and Habs Girls) are situated in Elstree, Hertfordshire, 13 miles from central London.

Two leading single-sex schools, educating over 2600 students, aged 4 to 18, on one stunning co-educational 100-acre campus. Both schools enjoy an enviable reputation for academic excellence and outstanding outcomes (ranking in the top 20 independent schools in the country).

Governance

The Schools are part of the Haberdashers' Company and, as such, form part of a wider family of schools. The Haberdashers' family of schools includes 19 schools, ranging from brand new, state academies to a centuries' old independent boarding school, in four devolved groups (Haberdashers' Academy Trust South, Haberdashers' West Midlands Academy Trust, Haberdashers' Elstree Schools and Haberdashers' Monmouth Schools), educating children at primary and secondary ages.



There is active sharing of best practice between all four main 'hubs', and the Company is a recognised voice on the national educational stage. The Haberdashers' Company is highly engaged in the work of the Elstree Schools, including; deputations, the provision of Governors and charitable funding, and cross-hub events in music, sport and other co-curricular activities. There is ongoing work to deliver *The Haberdashers' Advantage programme*, leveraging the enormous Haberdashers' community across all the Schools to benefit students with mentoring, admissions advice, charitable support, character development opportunities and cross-hub experiences.

Habs Boys is led by the Headmaster, Mr Robert Sykes. The Schools are jointly governed, and overseen by an Executive Principal, Gus Lock, and the Habs Executive Group (the EP, Heads and CFO, and other senior staff by invitation). All Professional Services functions are centralised and the schools share a joint timetable which has facilitated co-educational teaching in the Sixth Form.

The schools contain experts in both boys' and girls' education, as well as many who have worked extensively in co-educational schools. Both Heads have worked in single-sex schools for most of their careers and understand the importance of both single-sex education and providing equity for girls' education. We believe this complements co-education and collaboration very well.

Our strategy



Read our Profound Impact strategy in full [here](#)

Habs Boys and Habs Girls share *a joint vision, purpose and set of values*, as well as a completely joint strategic plan.

We are the only school in the area where two single-sex schools are located on one campus together. This offers the best of both worlds for our students; tailored teaching and pastoral care to suit the differing needs of boys and girls from the age of 4 to 16, moving to our unique Sixth Form, offering co-educational A Levels with tailored single-sex pastoral care and leadership opportunities.

Additionally, all students from Reception have regular opportunities to collaborate with their sibling school.

Our 2030 vision is to be at the *forefront* of education.

Being at the forefront of education does not mean simply doing well at delivering the ordinary. It means striving to be *extraordinary*.

Our curriculum is ambitious and innovative. We are preparing our students for futures that are not yet imagined. Creative and critical thinking, problem-solving, deep understanding and an ability to collaborate effectively will be essential to success, not just in work, but in life.

But for us, being at the forefront of education means that students serve more than their own interests. We offer an outstanding education that is fun, exciting and intellectually challenging; developing independence, resilience and a moral compass to create positive change. We are driven always by our purpose to inspire young people to have a profound impact in the world, and are enormously proud of our students, staff, and school communities.

The current strategic priorities for attainment between 2025 and 2030 are:



Aim 1: Learning

We will provide the most exciting, challenging and innovative experiences – bringing a sense of magic and wonder to learning. We will prepare students intellectually, emotionally, socially and technologically to carve out the futures they want. They will become lifelong learners, capable of endlessly adapting to an ever-changing world.



Aim 2: Caring

Every student will be valued for who they are as a unique individual. They will know that Habs always offers kindness and encouragement and that we will proactively nurture and support them. We will also ensure that they understand the importance of protecting and developing their own wellbeing, spirituality and independence.



Aim 3: Exploring

The depth and breadth of our co-curricular programme will be unmatched, offering superb opportunities for each student to excel academically while also pursuing their personal interests and talents. Students will be capable of being both team players and leaders, developing their resilience, self-awareness and confidence they need to take risks and cope with the outcomes.



Aim 4: Partnerships

We will 'open our gates' and expand our horizons, engaging more deeply with a wider range of communities, institutions and individuals – locally, nationally and globally. This will deliver mutual opportunities for discovery, adventure and progress.



Aim 5: Talent

Our reputation will draw the brightest students to us. We will also become an inspirational, diverse and inclusive 'destination employer', attracting world-class teaching and professional services staff. We will retain this talent through excellent personal and professional development opportunities, a strong sense of belonging, and mutual support and respect.



Aim 6: Campus

We will be a responsible 'custodian' of our historic campus to create an outstanding learning and working environment for students and staff. We will reimagine education by being a responsible custodian of our campus; supporting and developing existing buildings and facilities; investing in state-of-the-art, environmentally sustainable facilities which can flawlessly support the delivery of our other aims.

Our values

Our values are what we hold dear as a school, the core beliefs that we stand for.

They help drive all our *decisions and actions*.



Watch our Feeding Curiosity Boys' Prep film [here](#)



Watch our Profound Impact Girls' Senior film [here](#)

We have four values that underpin our schools; *Ambition, Curiosity, Courage and Community*.

Ambition

We are bold and ambitious – for ourselves, but also for others and for the world.

This is underpinned by our altruistic and philanthropic foundation, which drives our values and behaviours. We expect everyone to give their best, to stretch boundaries, and to challenge the status quo. We believe that ambition can be limitless. When combined with courage, curiosity and community, ambition can be a selfless and powerful lever for change.

Curiosity

We create and use every opportunity to engage with the world around us; we ask questions, challenge assumptions, and express our ideas.

Alongside our academic interests and skills, we also love to exercise our imaginations, creativity and spirituality. Our broad and carefully curated curriculum leads us into experiences of awe and wonder – bringing a sense of magic and excitement to learning.

Courage

Exploring beyond our comfort zones enables us to become more self-aware, adventurous, resilient and independent.

We aim high, following our dreams, but we cope well if we don't always succeed. We understand how to balance humility and boldness when speaking out on behalf of ourselves and others. And we are unflinching problem-solvers, continually seeking to change the world for the better.

Community

Habs is one caring, respectful community on one fabulous campus.

Our focus is on belonging and inclusivity: celebrating our differences, not in spite of our differences. Beyond our students and staff, this sense of collaborative togetherness extends to our families, alumni, partner schools, and even the world. We're helping to learn from and empower wider communities – locally, nationally and globally. We bring the world to our door, but we also step through that door into the wider world.

Habs Elstree

*Haberdashers' Boys' School (founded 1690) &
Haberdashers' Girls' School (founded 1875)*



Situated on a 100-acre campus in Elstree, just 13 miles from central London, Haberdashers' Elstree Schools comprise two of the UK's leading independent day schools: Habs Boys and Habs Girls. Each school operates as a through-school for pupils aged 4 to 18 and offers a distinctive, academically ambitious education within a shared setting, blending tradition with innovation.

Together, the schools educate around 2,700 students – approximately 1,450 boys and 1,250 girls – across Pre-Prep, Prep, Junior, Senior and Sixth Form. Admission is selective at 4+, 7+, 11+ and 16+, with the Sixth Form operating co-educationally to offer an enriching and collaborative environment that prepares students for life beyond school.

Academic outcomes at both schools are exceptional, consistently placing them among the top-ranked independent schools in the UK. Each year, students progress to leading British and international universities, including Oxbridge, Ivy League institutions, and top medical schools.

The Elstree campus is shared and exceptionally well resourced, with wide-open green spaces, sports fields, woodlands, lakes and streams. It features state-of-the-art facilities including specialist science laboratories, a new STEM building, a performance space, a Forest School, a Pre-Prep building (opened in 2022), extensive sporting provision (including an indoor swimming pool and climbing wall), and bespoke spaces for art, music, and drama. Students and staff benefit from the largest school coach network in the country, serving the majority of Hertfordshire and North London, and used by approximately 70% of the student body.

Both schools are committed to excellence and diversity, placing academic ambition and pastoral care at the heart of their offer. Pupils at Habs are encouraged to think independently, question deeply, and contribute confidently – supported by passionate, knowledgeable teachers who go beyond exam specifications to inspire lifelong learning.

FIND OUT MORE

Senior School prospectus [here](#)
Sixth Form prospectus [here](#)
Our End of Term newsletter [here](#)

LIFE AT HABS

is an adventure, a thrilling opportunity for discovery and progress. Our priority is the education of the whole person, amongst other bright, well-motivated students, taught by highly qualified, committed staff. In partnership with parents, we provide a challenging, positive, stimulating and secure community.

HABS STUDENTS

are bright, ambitious, globally curious and resilient, with a desire to improve themselves. Students are encouraged to create lasting positive change throughout their lives, for the benefit of themselves, our society and the environment. We are deeply committed to our relationship with the world beyond our gates.

We also know how important it is for them to develop their personal skills and attributes. Alongside our exciting curriculum, this is why we prioritise our outstanding range of co-curricular and partnership opportunities.

We equip our students with resilience, empathy, creativity and leadership – which is why the mark of a Habs education is a person who is kind, confident and inclusive, and who has a strong moral compass.

How we *care*

At Habs, we want our students to *flourish in all that they do*; therefore, we place great importance on the social and emotional health and wellbeing of every student.

At Habs, every member of staff plays a role in supporting the wellbeing, welfare and security of our students. Across both schools, there are many layers of care in place to ensure that every student feels safe, happy and known as an individual. We are proud of our warm and inclusive community, where students enjoy a strong sense of belonging and are empowered to thrive both personally and academically.

We work in close partnership with parents and guardians to provide the support each student needs at every stage of their journey. Our comprehensive pastoral, tutorial and guidance systems help students take responsibility for themselves and others within the framework of our diverse community.

Our PSHE (Personal, Social, Health and Economic education) programme addresses key aspects of self-development and social responsibility, encouraging students to reflect on their role within the school and wider society.



All students are placed in one of six Houses. At Habs Boys, the Houses are named after former Heads of House. At Habs Girls, the Houses are named after former Headmistresses. Our House system brings students together in vertical groups across year groups and is designed to promote resilience, fun, teamwork, and a healthy competitive spirit. It also offers meaningful opportunities for leadership and contribution to school life.

At Habs Elstree, we place pastoral care at the heart of the student experience — supporting each young person to flourish as a confident, compassionate and capable individual.



How we *explore*

While students at Habs are academic high-achievers, they also have an *extraordinary capacity for co-curricular interests.*

We have an outstanding range of co-curricular, trips and partnership opportunities where students develop character, independence, creativity, teamwork and the ability to communicate and motivate others.

Watch a short video from our music students [here](#).



The Schools offer a broad and stimulating co-curricular programme, enabling a wide range of artistic, cultural, outdoor and sporting opportunities for all its pupils.

There are over 160 Clubs and Societies, as well as regular Drama performances and theatre visits. The school's rich musical life comprises a number of choirs, orchestras and ensembles. There are daily opportunities for recreational and representative sport.

We have superb indoor and outdoor sports facilities, plus a wide range of indoor spaces for music, rehearsals, workshops and performances.

Shared facilities across the campus include Lime Tree Studio – a state-of-the-art purpose-built drama studio and rehearsal space, an outdoor sprint track, grass track, two hockey pitches (astro surface), a climbing wall and a bouldering wall, outdoor cricket nets, the Indoor Solai Cricket Centre (including bowling machines and projector screen for video replays), an additional 25m swimming pool, an indoor sports hall, fitness suite and squash courts.

Certain times of the week are dedicated to particular activities. On Wednesday afternoons, Year 11 and Sixth Form students can choose from a wide range of mixed-age fitness and sports activities. On Friday afternoons, students from Year 10 to Year 13 can pursue a wide range of exciting courses and activities including Combined Cadet Force (CCF), Outdoor Education and participation in our award-winning Partnerships programme.

Students enjoy many volunteering and charitable initiatives and there is an annual programme of trips and visits.

FIND OUT MORE

Co-curricular booklet [here](#)
Trips and visits booklet [here](#)

Staff team

The School's staff is drawn from a large catchment area which includes North London, Hertfordshire, Buckinghamshire and Bedfordshire.



This strong community comprises of over 400 employed staff (teaching and non-teaching), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students and are committed to supporting the provision of co-curricular clubs, House activities, school trips and other events.

The School supports the continuing professional development of its staff. As well as external INSET courses, a full and varied programme is offered in-house. The School also supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD, as resources allow.

All new staff attend an induction programme offering practical sessions to ease the transition to a new school. New staff are also assigned a staff buddy from outside their subject areas. The School has its own pay scale and, salaries are above the National Pay Scale.

Executive Leadership Team *from September* 2025

Gus Lock, Executive Principal
Liz Karfoot, Chief Finance Officer
Robert Sykes, Headmaster, Boys'
Hazel Bagworth-Mann, Headmistress,
Girls'

The *role (duties and tasks)*

Overview

The Admissions Assistant is a pivotal role within the new structure of the admissions team at Habs Elstree. This role is integral to supporting the work of the Registrar and Assistant Registrar with data management, accurate record keeping, responding to enquiries and assisting with events.

Hours

24 hours a week, working Term-Time plus 4 weeks (39 weeks a year)

Key Responsibilities

- Building and maintaining positive relationships with staff, parents and external agencies.
 - Responding to general correspondence (emails & letters).
 - General administrative support duties to ensure the smooth running of the Admissions Office.
 - Ensure accurate correspondence and documentation is received and acknowledged, filed, and that departments are notified as appropriate.
 - Respond efficiently to questions via telephone and email regarding the School and the Admissions process from prospective and new parents, and agencies. This includes communicating clearly with those who may not be familiar with the British education system and for whom English is not their first language.
 - Support the administration of all points of entry, liaising with academic departments as needed.
 - Coordinate, verify, and distribute examination papers for all entry points.
- Take telephone calls, complete photocopying, and filing.
 - Provide support for the administration relevant to pupil applications e.g. with colleagues from academic departments.
 - Assist with planning, organising, and running admissions events, including bookings, catering, estates coordination, and on the day support.
 - Adherence to all GDPR requirements.
 - Helping to maintain relevant website pages and online documents.
 - Assisting with the generation of various admissions-related reports (e.g. enquiries, visits, registrations, competitor analysis).

Experience, *skills and qualities*

Habs values its staff. It expects the highest level of professionalism and knowledge of their specialist area, and an ability to communicate their passion to its students.

Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

Qualifications, Experience and Skills

- Experience of customer service, ideally in an educational setting.
- Clear empathy for and understanding of the prospective parent experience, particularly relating to different touchpoints
- Excellent IT skills, particularly use of databases.
- Strong written skills, able to draft all relevant correspondence.
- Ability to promote and sell the schools' admissions strategy to all relevant stakeholders, internally and externally.
- Ability to engage colleagues in the schools' admissions strategy.
- Excellent administrative and organisational skills with the ability to use initiative and prioritise workload.
- Event planning or coordination experience (desirable).



Personal Attributes

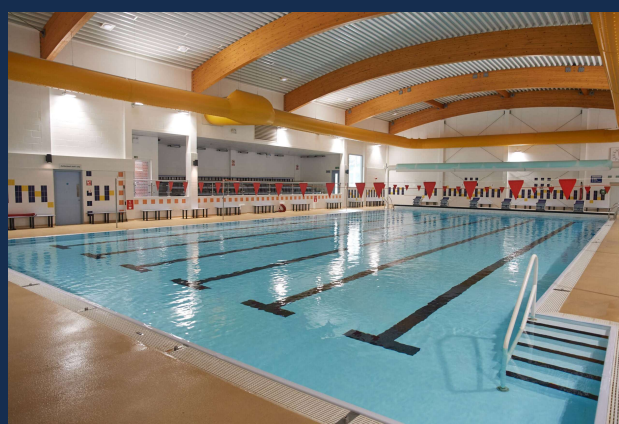
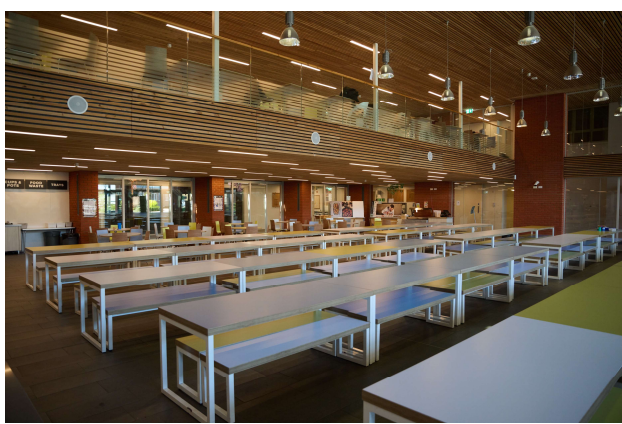
- A warm and welcoming approach with the ability to put people at ease.
- A high degree of tact and discretion.
- Resilient and adaptable.
- Creative with the ability to see and bring forward new ideas.
- Able to process and rigorous in accuracy.
- Attention to detail and accuracy
- A sense of humour and proportion.
- A passion for education and empathy with the independent sector.
- Values and promotes diversity and inclusion.
- A clear commitment to delivering best practice in safeguarding.

Remuneration

Habs Elstree are two of the leading schools in the country and recognise and reward excellence.

We offer *attractive salaries and pay progression* when compared with the wider education sector and, specifically, with the independent sector.

- A salary of up to £28,912 per annum FTE – Actual salary of up to £16,400 per annum
- Private Pension Scheme through Aegon with generous employer contributions
- Additional life insurance cover
- Access to the Employee Assistance Programme (EAP), providing confidential support and advice
- Financial assistance for obtaining further qualifications
- Extensive professional development training opportunities
- Free lunch and refreshments
- Free onsite parking and access to travel on the schools extensive coach network
- Free access to state-of-the-art sports facilities including the gym, swimming pool, and fitness classes
- Wellbeing initiatives and programmes, such as yoga, mindfulness sessions, and health checks
- Access to an online GP service, providing quick and convenient healthcare advice
- Access to Vivup, the staff benefits platform, featuring discounts, financial advice, and wellbeing resources
- Cycle-to-Work Scheme and other green travel incentives including Octopus Electric Vehicles



Application *process*

Haberdashers' Elstree Schools are committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be required to have an enhanced DBS record check.

Before you apply for this role please ensure that you have read our Guidance, which can be found on the [Vacancies](#) section of our website.

Please complete an application through [MyNewTerm](#) before the deadline. CVs will not be accepted.

If you would like to visit the School before submitting an application, please do contact the School.

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Elstree Schools are an equal opportunities employer and welcome applications from all sections of the community.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience).

All applicants should read the Schools' [safeguarding policy](#) and [safer recruitment and disclosure policy](#). Applicants are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

N.B. Safer recruitment checks will be made at all stages of the recruitment process.