

ADMISSIONS CO-ORDINATOR TO START ASAP

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



St Helen's School

THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.



THE POST

St Helen's is looking to appoint a full-time Admissions Co-Ordinator to provide administrative and general admissions support to the Director of Marketing & Admissions and to be a key part of the busy Admissions team

HOURS AND SALARY

Core working hours are either 08.00am – 4.30pm or 08.30pm – 5pm, Monday – Friday throughout the whole year (52 weeks)

Salary: £34,259.97 per annum

MAIN RESPONSIBILITIES

- Provide an excellent and optimum customer service to all new and current parents of St Helen's
- Provide a professional and welcoming point of contact for parents and visitors to the school ensuring high levels of customer service in person, by email, telephone, letter



or any other channel of communication

- Understand and give an overview of all numbers and trends, based on market knowledge, conversations and communications
- Arrange and take individual parent tours
- Process and acknowledge registration/acceptance forms and payments and all other communications from new parents and carers
- Administer school databases: input data, maintain records and produce data reports as required
- Organise mailings to parents of registered candidates informing them of Open Days, Scholarships and Bursaries, admissions procedures and financial assistance available.
- Prepare information required for admissions events such as Open Day, Induction Day and School in Action
- Provide support for and liaise with the academic teams during entrance procedures. This will include supporting the Scholarship and Bursary application process
- Send out report/reference requests to Headteachers and liaise with other schools where necessary
- Liaise with Deputy Heads and Senior Leadership Team to provide administrative support for Entrance Examinations/Tests including, examination day instructions, collation of results, offers, interviews, rejections and bursary applications
- Work closely with Marketing, Operations and other teams to deliver a smooth pathway at all stages
- Support the Marketing team with information, data and results to inform campaigns and support
- Source, collate and prepare information to be sent to new parents
- Attend relevant admissions related events (including occasional Saturdays and evenings)
- Collate and log returned documentation and distribute to relevant parties as necessary
- Any other reasonable tasks as directed by the Director of Marketing & Admissions and Admissions Manager

Other Duties:

- Follow responsibilities as defined in the Health & Safety Policy
- Promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy
- Support and promote and School's ethos, aims and objectives including our Mission and our Five-Year Vision and Strategy

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Minimum of 2:1 qualification in a relevant degree subject, or equivalent.
- Experience in customer service preferably (but not essentially) in the education sector
- Hard working, flexible, efficient and proactive with a high level of accuracy
- Experience in balancing multiple projects and delivering successful outcomes via efficient planning and prioritising
- Experience in Excel, Word and other Microsoft systems
- A desire to learn more about independent education for girls and to be a part of the school.

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience in an independent school and experience of admissions systems and processes on at least one platform
- Knowledge of independent schools in and around the local area
- Knowledge of UK and international application procedures
- A confident, friendly and empathetic personality

BENEFITS



- Competitive pay
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Electrical Vehicle Charging Scheme
- Free lunch and refreshments (term-time)
- Generous occupational sick pay
- High Street Discounts
- EAP with 24/7 GP access
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres.

APPLICATION PROCESS

Closing date: **Midnight on Sunday 30 November 2025**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Director of Marketing and Admissions, Admissions Manager and other members of SLT where appropriate. They may be asked to complete a task and will take a tour of the school and meet other members of the Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

