



Downe House

CANDIDATE INFORMATION PACK

ADMISSIONS ADMINISTRATOR
(PART-TIME)



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.



The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



EXCELLENCE IN PARTNERSHIP

In September 2026, Downe House School and Harrow School entered into a strategic structural partnership.

Building on our schools' shared ethos and commitment to single-sex boarding education. The partnership will strengthen academic, co-curricular and social opportunities for pupils, encourage innovation, and support staff development through shared expertise and resources. Families and alumni will also benefit from greater collaboration.

Both schools retain their distinct identities, traditions, sites, charities, governance structures and leadership.

Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The position

ADMISSIONS ADMINISTRATOR (part-time)

START DATE: September 2026

HOURS: 22 p.w. ideally across 5 days
40 weeks p.a (term time + 6 weeks)

CONTRACT TYPE: Permanent - Part Time

REPORTING TO: Registrar

SALARY: FTE £25,818 - £ £29,250
Actual £11,651 - £13,200
plus holiday pay

LOCATION: On site

DEPARTMENT OVERVIEW

The Admissions Department play a key role in ensuring a welcoming experience for prospective pupils and their families. They are often the first point of contact for new and prospective parents to the School. It is vital that team members convey a professional and welcoming manner and are able to be positive ambassadors to market the school effectively with warmth and efficiency.

The dedicated Admissions Team comprises of a Director of Admissions, Registrar, two Assistant Registrars (one full-time and one part-time) and a Part-Time Administrator (this vacancy). Due to the nature of the role, the team work on-site during term time. Some flexibility in hours and location may be available during part of the school holidays by agreement. This role works for 34 weeks during term time and 6 weeks during school holidays.



MAIN DUTIES AND RESPONSIBILITIES

- Accurately record all initial enquiries and registration forms on the Admissions database.
- Respond to enquiries via telephone, email and face-to-face from parents and feeder schools.
- Support communication and responses to queries from parents at all stages of the Admissions process so that they feel well advised and supported.
- Manage the 16+ entry process, liaising with parents, schools, agents and Heads of Departments to the point of arranging interviews.
- Manage the stock of prospectuses and literature ensuring that there is a plentiful supply ready for use as required. and ensure all enquiries for a prospectus are dealt with via a personalised and prompt response.
- Support the Admissions arrangements for all School Prospective Parents' Events, by sending out invitations, recording attendance and sending feedback forms and recording replies.
- Prepare materials for Prep School Fairs and key Admissions events such as open mornings, taster days, and other student recruitment events as well as the entrance assessments and be in attendance on the day.
- Meet and greet parents and prospective students as necessary and build positive relationships with them.
- Arrange and be available to conduct school tours.
- Assist with arrangements for prospective student visits and overnight stays and communicate with pastoral staff for these arrangements.
- Maintain high personal standards of attendance and appropriate professional appearance.
- Keep well informed about all aspects of School life including the curriculum, pastoral care, the extra curricular programme and ways in which the School supports girls to gain places at university in the UK, USA and elsewhere.
- Be well informed about the School's strategic aims and promote the vision for the School.
- Provide cover for other members of the team when required.
- Undertake such other tasks relevant to the work of the Department or the needs of the School as they may arise.



Person specification

- Excellent oral and written communication, interpersonal and people facing skills and an ability to form excellent working relations with parents, colleagues and pupils.
- Well presented, as there will be times when there is a requirement to be “front facing”, meeting prospective parents and pupils.
- Strong IT skills with a good working knowledge of Microsoft Office suite software and a good general education.
- Excellent organisational skills – methodical and systematic, with a high attention to detail.
- A highly professional work ethic and commitment to the role, the department and the School.
- A strong commitment to the Downe House ethos, aims and aspirations.
- The ability to work as a member of a team and perform to the highest standards.
- A ‘can do’ mentality and a willingness to roll up your sleeves and to assist with some of the hands-on practical roles in the department.
- Schools or education sector knowledge / an understanding of the day-to-day operations of an Independent School would be advantageous.
- A genuine interest and enthusiasm for working in a school environment.
- Efficient time management skills with a proven ability to meet deadlines.
- A positive and proactive approach to work, using initiative to work independently and as part of a team.
- An appreciation of the need for discretion and confidentiality is essential.
- An ability to work unsupervised using your own initiative and to work quickly and calmly under pressure.
- Good judgment and be able to show initiative/common sense.
- A strong commitment to safeguarding and promoting the welfare of children and young people, and compliance with Keeping Children Safe in Education (KCSIE).
- A flexible approach to working hours on occasions.

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School’s Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee benefits

	ANNUAL LEAVE 25 days + Christmas shutdown + Bank Holidays		GYM free access to on-site gym & discounts at local gyms
	BEREAVEMENT SUPPORT practical, probate & emotional support		HEALTH & WELLBEING a range of health benefits i.e. Virtual GP & Online Physiotherapy
	COMMUNITY & SOCIAL regular social events for staff & family		LIFE INSURANCE 3 x salary
	CPD weekly opportunities for learning & development		LINE MANAGER SUPPORT in house workshops & Aspiring Middle Leaders programme
	EMPLOYEE ASSISTANCE confidential advice & counselling service		LOCATION well connected, within easy reach of A34 & M4
	EYE TEST free eye test & contribution towards glasses for regular VDU users		PARKING plenty of onsite parking
	FLU VACCINATIONS annual on-site free vaccinations		PENSION generous employer contributory schemes
	FREE MEALS daily nutritious & delicious meals		SWIMMING POOL access to heated on-site swimming pool
	EMPLOYEE REFERRAL REWARD £300 for successful referrals		TECH Microsoft showcase school using leading technologies
	FEE REMISSION generous discounted fees		WORKING ENVIRONMENT beautiful semi-rural campus on 104 acre estate
	GROUP INCOME PROTECTION 75% salary		CYCLE TO WORK SCHEME savings on purchasing a bicycle & accessories for commuting purposes



“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”



Inspiring girls

Downe House
Cold Ash, Thatcham
Berkshire, RG18 9JJ

www.downehouse.net



Downe
House

