



The
Henrietta Barnett
School
FOUNDED IN 1911

Admissions & Administration Officer

11.5 hours/week (Thurs/Fri afternoons and one other part day)

SCP Outer London 16-20 (full time equivalent)

for June/July 2026

The Role

The Henrietta Barnett School is seeking to appoint an efficient and effective member of support staff to be a coordinator of school admissions processes for Sixth Form and to conduct other administrative work in school reception. Admissions is a significant area of school business, and the role requires someone who enjoys working within a team but is also independent with initiative, good IT capability, able to work accurately with large amounts of data and with good interpersonal skills. The successful applicant will be part of the school's support staff team, contributing to the smooth running and general administration of the school.

The School

The Henrietta Barnett School is a fully selective girls' grammar school, situated in the beautiful surroundings of Hampstead Garden Suburb. Dame Henrietta Barnett, who was a social reformer, pioneer of education and champion of the poor and needy, founded the school in 1911. Dame Henrietta strongly believed in the power of education to shape people's lives and founded the school to provide educational opportunities for the highest quality for its students.

The main school building, designed by Sir Edwin Lutyens, is Grade II listed. We were delighted to be awarded the title of State School of the Year 2023 and 2025 for Academic Achievement by The Sunday Times Parent Power Guide for having the best GCSE and A Level results in the country. Over 25 students a year gain places at Oxbridge and the vast majority go on to study at the top universities in the country. The school is incredibly popular and over-subscribed, with over 3000 applicants for 120 places in Year 7 and over 700 external applications each year for approximately 150 places in Sixth Form.

The aim of the school is to encourage and enable all students to make the most of their gifts and talents and to fulfil their academic and personal potential. We offer a challenging academic curriculum with enrichment opportunities throughout the school. We encourage students to enjoy their learning for its own sake and to value their independence of mind. We support all of our students and ensure that everyone is well known, valued and encouraged.

We provide a broad education that is ambitious, varied and stimulating. Academic excellence and a wide range of extra-curricular opportunities are offered in an open, caring and supportive environment, enabling each individual to thrive and achieve their potential. We are committed to developing the whole person, encouraging students to explore their interests in a wide variety of ways and promoting curiosity of mind, independence of spirit and a love of learning.

Job Description – Admissions & Administration Officer

To provide excellent co-ordination and administration of Sixth Form admissions processes, ensuring accuracy and compliance with statutory guidance and school policies; to support the administration of Year 7-11 admissions when required; to manage the programme of school lettings; to contribute to the smooth running of the school including working from, and covering school Reception.

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder as needs change:

- To co-ordinate and administer Sixth Form Admissions applications and enrolment;
- To organise and lead the school's Year 12 Open Evenings, Offer Holders Day and co-ordinate with the Sixth Form leadership on new Year 12 welcome and induction events;
- Management of all Sixth Form Admissions enquiries and support with the Admissions pages on the school website;
- Preparation of all Sixth Form Admissions spreadsheets, application forms, invitations and other paperwork;
- Administrative organization of any Sixth Form Admissions Appeals
- Administrative database support
- Use of online survey tools for Admissions where needed;
- Administration of students' personal and academic data where enrolment or off-roll is required in Year 12-13, in liaison with the School Information Manager;
- Respond to, or provide support in the school responding to Freedom of Information requests regarding Sixth Form Admissions;
- To work with the Sixth Form leadership team over the whole process of Admissions events and support;
- Providing administrative support for the Year 7-11 process where requested, including processing data, helping with events or responding to emails, in liaison with the officer i/c Year 7-11 Admissions;
- To manage the programme of the school's site lettings: bookings, prospective and supplier site visits, communications and liaison with the school's site team;
- Administration of students' academic information e.g. timetable, options choices, where required and in liaison with the School Information Manager;
- Work from School Reception and cover enquiries and other reception duties as required;
- Play a part in the Support Staff team, including general administration, first aid and contributing to the daily-running of the school;
- Other reasonable duties as requested by the Head or members of the Senior Leadership Team or school pastoral leaders.

The post-holder will report to the SLT member with line management responsibility for Sixth Form Admissions and the School Business Manager.

PERSON SPECIFICATION

The qualities of the successful candidate will include:

- Trustworthy with absolute integrity and able to work confidentially;
- Able to work with data confidentially, securely and accurately, in line with GDPR provisions;
- Competent IT skills especially with database, spreadsheet and online survey tools;
- Excellent communication skills-both written and oral;
- Strong interpersonal skills and a willingness to work as part of a team;
- Able to handle people/situations with patience, discretion, tact and diplomacy;
- Ability to be flexible to ensure that priorities are met, to work accurately under pressure; independently on own initiative and to prioritise effectively.

Hours of Work and Leave

- It is expected that during term time, the post-holder will work on Thursday from 12pm-5pm, on Friday from 12pm-4.30pm and on one other day (preferably Wednesday) for 2 hours at a time of their choosing. These hours and days can be more flexible during school holiday periods, as agreed with line manager. All efforts will be made to ensure the calendar of relevant Admissions-related events falls on these days; where they do not, the following days will be worked, either as plus days or with an in lieu arrangement at a different point during the year.

The salary point will be determined by the relevant qualifications, skills and experience level of the successful candidate.

Safeguarding: recruitment

We have a duty of care to ensure the well-being of our students. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As a school, we maintain the highest possible standards during our recruitment and interview processes. Applicants will undergo enhanced DBS and a range of other statutory and online checks. The Henrietta Barnett School values the diversity of our staff and students, and all of our staff are equally valued and respected. Only by doing this can we maintain the quality of the staff we recruit. It is the duty of any post-holder appointed to promote and safeguard the welfare of pupils at the school.

The Henrietta Barnett School values the diversity of our staff and students and all of our staff are equally valued and respected.