

CANDIDATE INFORMATION PACK

ADMISSIONS OFFICER (PART TIME)

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's Ideas Hub is a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are looking to recruit a pro-active and professional individual with excellent organisational and time management skills to join our busy Admissions Team. Our Admissions Officer role is part time, working three or four days per week, term time only and is ideal for someone who enjoys interacting with people and providing a high level of customer service to prospective parents.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



VICKY BINGHAM
HEADMISTRESS





THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2025, 83.4% of GCSEs were a grade 9, and a notable 95.9% of grades were 9/8. At A-Level our students achieved an impressive 54.3% A* grades, 86.1% A*- A and 96.1% A*- B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 42.94 in 2025, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as Flin Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



ADMISSIONS OFFICER

THE OPPORTUNITY

This is an excellent opportunity for a dedicated and personable Admissions Officer to work in our friendly, dynamic and motivated Admissions Team.

THE ROLE

This is a key role, as part of the Admissions Team you will be responsible for ensuring the smooth running and successful completion of the admissions process, from initial enquiry through to the student joining the school. This role is pivotal in ensuring the School maintains its vibrant pupil community to agreed target levels and ensuring all parents and their children receive personal attention. We are looking for someone with excellent interpersonal and organisational skills, a positive attitude and plenty of enthusiasm who is able to work under pressure and use their own initiative. ICT competency and a good telephone manner are essential.

LINE MANAGER:

Head of Admissions.

CONTRACT:

Term time only plus 5 INSET days.

HOURS OF WORK:

24 – 32 hours per week. We're committed to finding the right candidate, so we are happy to offer flexibility with hours.

SALARY:

FTE £36,150 - £39,904 depending on skills and experience.

Actual pro rated salary for 24 hours £16,612 - £18,347 per annum.

Actual pro rated salary for 32 hours £22,161 - £24,462 per annum.

MAIN RESPONSIBILITIES

Provide an excellent level of service to all prospective parents throughout the admissions process

Managing the process of admissions through open days, registrations and assessments, including dealing with prospective parents

Working closely with the other two Admissions Officers as part of the Admissions team, to gain a good working knowledge of admissions processes across all age groups

Management of the Schoolbase system as it relates to admissions— updating as candidates progress through the admissions process, including following up applicants for payments and missing information; maintaining the feeder school database

Dealing with Feeder schools and heads to obtain references and to help build relationships for all points of entry

Production of paperwork for entrance exams/ assessments across all entry points, supporting the rest of the team with their peak workloads such as printing exam papers, organising assessment groups, producing labels

Organisation of events such as open days and taster mornings for all entry points, including liaising with catering and other members of school staff

Dealing with parent enquiries across all entry points to JS and SS throughout the admissions process

Communicate effectively and efficiently with colleagues at all levels

Responsible for collating and uploading communications to the prospective parent portal for all entry points

Supporting the Marketing team in the collation of stories and photos for the weekly newsletter

Production of handbooks and course guides as relevant to different entry points

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Manager



THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

EDUCATION & QUALIFICATIONS

Educated – to at least 'O' Level standard or equivalent with GCSE/O Level English & Maths grade C or above

SKILLS & ABILITIES

The ability to work independently as well as part of a team

Strong verbal and written communication skills, with a high standard of literacy

Excellent interpersonal skills with the ability to build warm, trusted relationships with prospective families and represent the school with confidence and professionalism

Ability to prioritise workload, work flexibly under pressure and meet tight deadlines while maintaining a positive outlook

A good working knowledge of Microsoft Outlook, Word and Excel

Experience of TEAMS

EXPERIENCE & KNOWLEDGE

Experience of working in a busy school environment

Experience of working with SchoolBase

An understanding of the independent schools market, including trends in parental choice and enrolment cycles

Experience of working with a database and using it to run enquiries (training can be provided)

OTHER

Flexibility to work outside of normal office hours from time to time (with advanced notice) to meet the needs of the department, including 2 Saturdays per year for Open Days, which may be taken as time off in lieu, at a mutually convenient time.

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications: Monday 1st December 2025 at 7.00am

Interview Date: Friday 5th December 2025

Start Date: Required as soon as possible

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#)

SALARY

Highly competitive salary, paid according to experience and qualifications.

ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

PENSION

Staff are eligible to join the Support Staff Pension Scheme.

MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

FLEXIBILITY

Where the job allows, full time staff can apply to work from home for up to 2 days per week. We also offer condensed working during the school holidays.

EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair of glasses.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

ELECTRIC VEHICLE SCHEME

We partner with Tusker to bring staff a tax efficient way to get behind the wheel of a brand new car that's not only good for your wallet but also the environment.

HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave.

FEE REMISSION

Staff are eligible for 60% fee remission for up to two daughters that meet the entrance criteria. The remission is pro-rated for part time staff.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



