



Admissions Assistant

Part-time position - 24 hours per week, year round (0.6 FTE)

Job Description





We seek to appoint a proactive and highly organised Admissions Assistant to provide comprehensive administrative support to the Director of Admissions.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Why join us?

This will be a varied and challenging post for a candidate with previous administration experience who wishes to be involved in a professional and busy school community. The role requires excellent organisational and time management skills, the ability to work as part of a team, work under pressure, and the ability to multitask.

Personal and Professional Qualities Required

The successful candidate must be proactive, flexible, and positive. The applicant requires professionalism, discretion, and strong attention to detail. This is an ideal role for someone who enjoys interacting with people and providing a high level of customer service to prospective parents.

Person Specification: skills, experience, and qualifications

Essential

- Excellent verbal and written communication skills.
- Be diplomatic, discreet, and confidential at all times.
- Strong and competent IT skills and the ability to use a range of Google and Microsoft packages including Word and Excel.
- An ability to learn quickly and demonstrate flexibility in the use of IT systems.
- Strong organisational skills and an ability to be able to work independently when necessary.
- Keen eye for detail.
- Be a supportive team player.
- Excellent general office administrative experience.

Desirable

- Educated to A Level standard.
- Experience of working in a school or higher education environment.
- Smart in appearance with a welcoming and professional manner.
- Be flexible with a 'can do' attitude.

The successful candidate will:

- Have a professional, helpful, and friendly approach in order to ensure a positive image is conveyed.
 - Be motivated with drive and enthusiasm.
 - Be resilient and able to cope with the rigours of the busy Admissions Department.
 - Be committed to the School's values and ethos.
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The Admissions Department

The primary focus of the Admissions team is pupil recruitment and building relationships with families enquiring about places at the School. The Senior School Admissions Team comprises the Director of Admissions and Assistant Registrar and the Prep School Admissions Team comprises the Prep School Registrar, and Prep School Admissions Assistant.

The Admissions Team also works closely with the Marketing Team on the marketing and promotion of the School.

Line Management

The Admissions Assistant will report to the Senior School Director of Admissions. They will support the admissions team and provide cover during other team members' annual holiday periods to ensure continuity of service to prospective parents.

Practical Information About The Post

This is a part time position, 0.6 FTE, average of 24 hours per week, with working pattern to be agreed with successful candidate. On occasion, there may also be the need for the successful candidate to work weekend and evening events. When such an occasion arises, working hours may be adjusted to accommodate this, by agreement with your line manager.

Holiday entitlement is 25 days per year plus 8 public holidays for full-time employees, pro rata for part time. All holiday entitlement for this role must be taken in agreement with your line manager and are not to be taken during very busy periods for the department, such as key admissions points.

Whilst every effort has been made to outline the main duties, responsibilities, and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Staff Induction, Staff Review, and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. safeguarding children.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction, and every three years thereafter, and to undertake Prevent training.





Main duties, Responsibilities, and Requirements

Admissions Operations

- Responding to admissions enquiries in a timely manner.
- Filing and organising all relevant papers and keeping admissions database up to date .
- Handling email enquiries, maintaining contact histories on the database.
- Monitoring and ensuring all relevant forms/information is returned from new parents.
- Assisting the annual roll-over of new pupil records from Open Apply onto SIMS, ensuring that prospective pupils now show as new pupil records.
- Updating pupil records with information from New Joiners forms.
- Maintaining prospective pupil files and archiving where appropriate.
- Assisting with the filtering of overseas enquiries and liaison with agents as necessary.
- Assisting with the exam invigilation arrangements for overseas candidates at all entry points; i.e. 11+ entry, 13+ entry, and Sixth Form Entry.
- Sending out mailings to Prep School Heads.
- Keeping contact lists for Prep School Heads up-to-date.
- Assisting with School tours as necessary.

Supporting Admissions events

- Preparing paperwork in advance of visits from prospective parents and arranging tour guides.
- Collate attendees and produce lists for Admissions events.
- Updating all records post Admissions event to note attendance.
- Follow up communications with Open Event attendees.
- Assisting with the administration and organisation of admissions events including Open Mornings, Sixth Form Open Evening, Taster Mornings, and Entrance Assessment Day.

Database Management and Administration

- Data entry and maintaining accurate records on the admissions database and SIMS of all recruited Senior School pupils.
 - Monitoring and processing of attendees for Open Events.
 - Running analysis reports from the admissions database as required to inform marketing strategy.
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Remuneration

For this year round post, working part time, 3 days per week (0.6 FTE), the salary is: £27,211 FTE. The actual salary would therefore be £16,326.6 per annum.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually and is pro-rated for part time staff.

Other Benefits

Lunch is provided daily during term-time, and all staff enjoy access to the School's leisure facilities (pool, tennis courts, squash court, fitness suite) when these are not in use by the girls or other visiting courses, for a small one-off joining fee. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.





Applications

The application should be completed online by 10am on **Monday 20th July** and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed My New Term Application Form found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received, before the deadline. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
June 2026



St Catherine's School BRAMLEY

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Patron: Her Majesty The Queen
Registered Charity Number: 1070858