



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL  
COLLEGE**

**Admissions Assistant**  
(Full Time)  
Candidate Information Pack



# Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

**Dan Endlar**  
**Head**

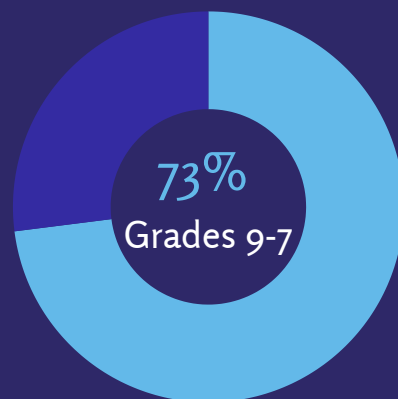




# 2025 GCSE Results

35%  
Grades 9

56%  
Grades 9-8



## + 0.84

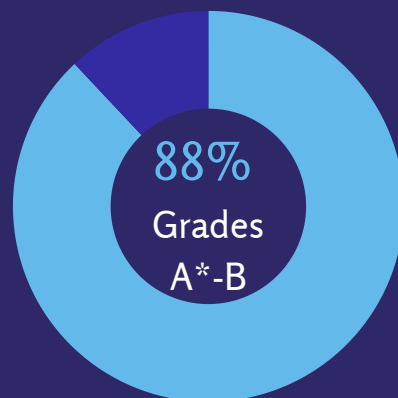
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



# 2025 A-Level Results

24%  
Grades A\*

64%  
Grades A\*-A



## 83%

of our Sixth Form leavers went to their first choice destination for onward study



# Role Description

The Admissions Assistant plays a vital role in the Admissions and Marketing Team, supporting the Head of Admissions a smooth and personalised experience for prospective pupils and their families.

The role involves managing efficient administrative processes, maintaining accurate records, and coordinating all stages of the admissions journey from initial enquiry and registration to assessment, outcomes, and enrolment.

This is a busy role with a high level of responsibility and influence, directly shaping the experience of prospective pupils and their families.



# Key Responsibilities

The Admissions Assistant will report to the Head of Admissions and in doing so will:

## Main duties

- Act as a vital point of contact for prospective pupils and parents providing detailed and accurate advice and information in a positive, timeous and engaging manner throughout the admissions process;
- Manage and respond to enquiries efficiently, proactively and effectively;
- Cultivate and maintain strong, positive and enduring relationships with key stakeholders;
- Create, maintain and update records in Open Apply, iSAMS and My School Portal, ensuring accurate data input for all stages of the process including all requisite documentation;
- Guide prospective families through the admissions process, from enquiry through to enrolment, ensuring clear communication at all times;
- Record and log all communications with applicants, uploading documentation as necessary;
- Liaise with academic staff to organise and implement assessment processes (e.g. entrance exams);
- Attend and actively support organisation and running of admissions and marketing events (e.g. Open Day);
- Collate and dispatch tailored enquiry packs and follow-up communications (digital and printed);
- Provide daily, weekly, and termly enquiry status updates and admissions performance reports;
- Maintain confidentiality of all sensitive admissions data in line with GDPR and school policies; and,
- Track offers and acceptances, supporting the conversion of enquiries into enrolments.

## Communication & Relationship Management

- Build and sustain positive relationships with prospective families, feeder schools, and other stakeholders;
- Provide tailored communication to ensure a highly personalised experience;
- Develop and maintain a comprehensive understanding of school systems, processes and staff, to be able to confidently answer questions of enquiry from prospective families; and,
- Handle sensitive conversations with discretion, empathy, and professionalism.

## Process Improvement & Compliance

- Identify opportunities to improve admissions processes and contribute ideas to streamline operations and enhance applicant experience;
- Ensure compliance with School policies, regulatory requirements, and data protection legislation; and,
- Assist with producing statistical reports and analysis to support strategic planning and decision-making.

## Teamwork & General Duties;

- Work collaboratively within other members of the Admissions and Marketing Team to deliver a seamless and professional service on behalf of the school; and,
- Undertake any other duties reasonably required by the Head of Admissions.

## General Requirements

- Ensure a safe, healthy environment for staff, pupils and visitors in line with Health and Safety policies;
- Promote equality of opportunity for all pupils and staff;
- Maintain high professional standards of attendance, punctuality, appearance and conduct, fostering positive relationships with pupils, colleagues and parents;
- Communicate clearly and professionally with prospective families, reflecting positively on the school;
- Participate actively in performance reviews and professional development; and,
- Contribute to a positive, solutions-focused team culture and share best practice.





# Person specification

## Qualifications and Knowledge

- A good general level of education; and,
- Knowledge of the independent school sector.

## Professional Skills and Attributes

- Experience working in an admissions environment within a further or higher education setting, or in a busy reception or customer-facing role;
- Confident in handling enquiries from prospective and current parents, staff, and general visitors;
- Strong written communication skills, with excellent grammar and the ability to draft clear, professional correspondence;
- Excellent time-management skills, with the ability to prioritise and manage a varied workload effectively;
- Professional, approachable manner and the ability to work well with a wide range of individuals;
- Strong team player with the ability to work collaboratively and support colleagues;
- High level of accuracy and attention to detail;
- Strong general office administration skills and confident using Microsoft Office, including Word, Excel and Outlook; and,
- Willingness to work in an environment which includes children and young people.

## Pastoral Care and Safeguarding

- A clear commitment to pastoral care, pupil wellbeing, and safeguarding responsibilities.

## Wider Contribution

- Experience of leading extra-curricular activities to support and raise student attainment; and,
- An interest in contributing positively to the Jewish life, ethos, and values of the College.

# Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: **10:00am on Thursday 2 July 2026**

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible.

## Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Generous pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



*"Pupils recognise that being part of a supportive community plays an important part in their academic development."*



*"Pupils develop their self-esteem, confidence and resilience".*



*"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".*

*- ISI Report 2024*

