

## Job Description

We are looking an Admissions Assistant to join the ECi Marketing and Admissions team.

This role will be employed with Eastbourne College Incorporated (ECi) rather than an individual school to ensure both teams benefit from the support. That said the role will commence their training and role at Eastbourne College.

**1. JOB TITLE:** Admissions Assistant

- 2. JOB SUMMARY:** To work as part of the Admissions Department team in the recruitment of new pupils and enrolment to the charity. The position requires excellent communication skills and initiative; the individual needs to be intelligent, approachable, efficient, enthusiastic and hard-working. Strong inter-personal skills are essential. They will need the confidence to be able to interact positively with a wide range of different people both externally and on a college-wide daily basis. It is essential that the individual has an intermediate knowledge of word, excel and outlook as well as the ability to learn internal systems quickly and efficiently. This role will include cross-charity working.

**3. DUTIES AND RESPONSIBILITIES:**

a) Admissions Correspondence:

- Handling enquiries received from external stakeholders via email, letter, telephone and in person in a swift but professional manner.
- Ordering and maintaining stock levels of printed admissions material.

b) Admissions Data Maintenance:

- Managing daily input, updates and archiving records across databases (including iSAMS), ensuring GDPR compliance.
- Preparing new pupil files and supporting the production of admissions reports.
- Maintaining online admissions content in collaboration with the College's marketing team.

c) Admissions Events & Visits:

- Coordinating prospective family visits, including greeting families, being involved with wrap up sessions at the end of visits, supporting scholarship days, and similar activities.
- Assisting with the organisation and setup of open mornings, information evenings, and other events (with occasional additional hours, compensated with time in lieu).

d) International Admissions:

- Acting as a contact for international enquiries and agent communication.
- Coordinating assessments, visits, and issuing offers on behalf of senior leadership.
- Managing international pupil documentation and ensuring full adherence to UKVI and associated processes.

e) Safeguarding Duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any

concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

Undertake any other reasonable duties delegated by your manager in support of Eastbourne College and the wider Charity.

#### 4. KEY SKILLS:

Essential	Desirable
<ul style="list-style-type: none"><li>• Excellent communications skills: to have the ability to write correctly and clearly and to communicate ideas and information that are appropriate for the given audience and the task.</li><li>• Excellent interpersonal skills; to be a team player, to work co-operatively and supportively with others.</li><li>• ICT skills; to possess essential up-to-date ICT skills to cope with the daily volume of administrative work, and to ensure a high level of detail and accuracy particularly for data entry. The ability to work with all standard office software and the motivation to quickly become a highly proficient user of the pupil database platform.</li><li>• Rigour and reliability; to have the ability to work to schedules and be highly organised, to ensure sufficient attention is paid to detail and quality in all areas of the role (particularly data entry and family visits), to have high standards and persistence.</li><li>• Ability to work proactively and on their own initiative.</li></ul>	<ul style="list-style-type: none"><li>• An affinity with Eastbourne College's values and culture; to be at ease in promoting the ethos of an independent day and boarding school for boys and girls.</li><li>• Demonstrates enthusiasm and positive energy, showing friendly initiative, stamina, and drive.</li><li>• Good numeracy skills; to be numerate and can create and use spreadsheets with ease.</li><li>• Knowledge of iSAMS is desirable, but not essential as training can be provided.</li></ul>

#### 5. TERMS AND CONDITIONS:

**Salary:** £8,610 per annum

**Hours:** Normal working hours will be 15 hours per week, hours would preferably be 8am – 11am each weekday to suit business needs but can be discussed. Term time plus six weeks (39 weeks total).

Additional 'out of hours' events may require occasional attendance and time off in lieu (which can be during College holidays) will be given.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you must also contribute 3% of your gross salary. You may choose to opt out of the pension scheme.

**Other benefits include:**

- Lunch if during normal working hours
- Life Assurance
- Employee Assistance programme.
- Free use of College sports facilities including pool and gym
- Two free Theatre tickets to Charity performances

## 6. APPLICATION PROCESS:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information please contact Human Resources Department on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

Closing date for applications is **Friday 13 February 2026**

## 7. SAFEGUARDING AND EQUAL OPPORTUNITY STATEMENTS

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

