

ABINGDON

ADMISSIONS ASSISTANT

Closing Date: Tuesday 8 December 2026 (Midday)
Interviews: Tuesday 15 December 2026

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS13



Contents

PAGE 03 Message From The Director of Finance & Operations, Justin Hodges

PAGE 04 About the Admissions Department

PAGE 05 Job Description

PAGE 07 Person Specific Criteria

PAGE 08 Further Information

PAGE 11 Benefits of Working at Abingdon

PAGE 13 How to Apply

Message from the Director of Finance & Operations, Justin Hodges

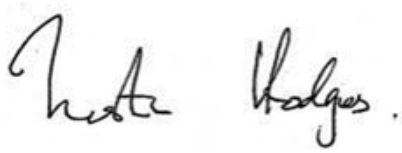


Thank you for your interest in the Abingdon Schools Group. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the Group to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our websites, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Schools Group is a community of some 1650 students across Abingdon Prep, Abingdon School and The Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 380 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. We also have new facilities for Economics and Business Studies; and Computer Science, alongside two additional houserooms for the students. Furhermore we have recently added to our extensive sports facilities - both at Tilsley Park and on the senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we welcomed our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.

Abingdon School may be over 760 years old but we are a forward-looking, dynamic group of schools. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



Justin Hodges
Director of Finance & Operations

About the Admissions Department

The Admissions Department sits within the directorate of External Relations alongside Marketing and Communications, Development and Alumni, and the Partnership Team, all of which report to the Director of External Relations.

The Admissions Department currently comprises seven members of staff: the Director of Admissions, two Admissions Managers (one for Abingdon School and one for Abingdon Prep School), an Admissions Events Coordinator, the International Admissions Coordinator and two Admissions Assistants.

The role of the Admissions Team is to offer a professional and welcoming entry process for prospective pupils and their families, ensuring that all enquirers and applicants receive a positive impression and feel well looked after from the very beginning of their admissions journey, all the way through to enrolment. The Admissions function is integral to the success of the school and the team works closely with other other support staff, as well as with academic colleagues, to ensure a joined up approach.



Job Description

The Role

Location: Abingdon School

Department: Admissions

Reports to: Director of Admissions

The purpose of this role is to provide day to day support as a key member of a busy admissions team supporting the annual student recruitment cycle. The Admissions Assistant is line-managed by the Director of Admissions. The postholder will be a member of the Abingdon Schools Group Admissions department, supporting Abingdon School and Abingdon Prep School as and when needed.

Duties & Responsibilities

Communication

- Help to manage the admissions inbox, answering enquiries/queries where possible and forwarding to the appropriate team member when needed
- Handle telephone enquiries, re-directing as appropriate
- Maintain a professional, friendly and helpful email style and telephone manner at all times
- Cultivate strong relationships with internal colleagues to raise the profile of the Admissions function
- Assist the Admissions Manager with bulk communications around events and assessment days
- Co-ordinate ‘Term in Pictures’ and ‘Abingdon News’ mailings, working with the Marketing Team

Data Entry and MIS Maintenance

- Accurately log all new enquiries on our Management Information System (iSAMS)
- Ensure iSAMS data is up-to-date and accurate at all times paying particular attention to contact details, notes and documents
- Monitor and process new registrations, accurately transferring data and documentation to iSAMS. Identify and escalate non-standard registrations



Job Description (cont.)

- Log bursary enquiries and liaise with the Finance team regarding pre-screening calls and applications
- Process the Joiner Pack data check form (overseen by Admissions Manager)
- Generate the admissions register each month and undergo an initial check before passing on to the Director of Admissions
- Collate information for the Director of Admissions in preparation for House Allocations
- Harvest data from iSAMS, on request, to aid with planning and forecasting

International Admissions

- Assist the International Admissions Co-ordinator with:
  - Administration of overseas testing
  - Filing/uploading of new pupil documentation required by UKVI
  - Maintaining current pupil UKVI documentation
  - Workload during the school holidays
- Support the Director of External Relations with overseas travel planning, including liaising with agents

Entrance Assessments and Exams

- Support with the administration of entrance assessment days inc. processing exam confirmations and setting up online testing
- Obtain and upload candidate references from feeder schools (overseen by Admissions Manager)
- Help Admissions Manager to gather and collate SEND information for candidates
- Support with late testing days and ad hoc testing when needed
- Co-ordinate and file physical exam papers
- Collate assessment results and interview notes
- Help Admissions Manager process offer acceptances after entrance assessments
- Gather external Sixth Form candidates' A Level choices
- Record external Sixth Form candidates' GCSE results and support with follow-up communications inc. offers

Admissions Events

- Support with the organisation of admissions events including pulling visitor data, creating name labels, gathering marketing collateral etc
- Meet and greet visitors and help to manage late arrivals
- Please note that some evening and weekend work is required on occasion

General

- Any other duties reasonably requested in relation to the work of the Admissions team and the broader External Relations team

Please note that this job description is subject to variation to meet the changing needs of the Schools.



Person Specific Criteria

Essential Qualities

- A good standard of education
- Strong oral and written communication skills
- Sociable and confident when dealing with external parties and internal colleagues via phone, email and in person
- Smart and well presented as befits a customer-facing role
- Excellent IT skills with experience of word processing, spreadsheets and working with databases
- Highly organised with excellent attention to detail
- Experience of working in a busy office environment and multi-tasking
- Willingness to learn new systems
- A pro-active, flexible approach, with a willingness to get involved in all aspects of the Admissions department and an interest in being part of a committed team
- A commitment to the principles of equity, diversity and inclusion
- A commitment to the protection and safeguarding of children and young people
- A commitment to valuing and respecting the views and needs of children and young people

Desirable Qualities

- Experience in the use of Google Suite and iSAMS
- Experience of working in a school environment
- Experience in a similar role



Further Information

Hours and weeks of work

This is a full-time office role working 40 hours per week all year round (though there may be some flexibility on weekly hours for the right candidate).

The standard support staff hours of work are 08:30- 17:00, with a 30 minutes unpaid lunch break, Monday to Friday and with entitlement to 25 days' paid annual leave plus the 8 public holidays. Support staff who work all year round also benefit from up to four additional days off at Christmas due to the School's Christmas Closure Policy.

Some flexibility is required in order to support a limited number of admissions events, including Open Days and Abingdon Entrance Examinations, which take place during weekends and evenings each year. Time off in Lieu (TOIL) will be given for working at these required events and the dates will be known well in advance in order to enable the postholder to plan accordingly.

Location

Office based (at Abingdon School). Due to the nature of the role, the Admissions Assistant will generally be required to work on-site during term time. Some flexibility/limited hybrid working is available in the school holidays (18 weeks per year).

Salary

The annual salary for this role is £29,336.



Further Information

NOTES

- This role is to start as soon as possible after January 4th 2027, subject to satisfactory completion of pre-appointment checks.
- Annual leave is expected to be taken during published Abingdon School holidays rather than during term time.
- After successful completion of a **4 month probationary period**, the **notice period** for this role is **one month.**
- It is envisaged that this role is a full time role (40 hours per week) but there may be some flexibility for the right candidate, providing they are able to work during both term time and school holidays.
- Some degree of flexibility in start or finish time may be possible within the overall contractual working hours by agreement with the Director of Admissions.
- Some flexibility for working from home is also available during school holidays. Please note that working from home is not a contractual entitlement and will be dependent on operational requirements.
- For an informal discussion about the role please contact Nicole Burroughs, Director of Admissions initially via email to: recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- All applicants should apply via our recruitment portal. CV's are not accepted.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form.
- Closing date is **Tuesday 8 December 2026** (Midday).
- Interviews are expected to be held on **Tuesday 15 December 2026.**
- **Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.**



Further Information

Training Requirements

- The following mandatory training will be provided: Allergen Training, Cyber Security Training, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety Induction, Prevent Training, Safeguarding Training (Triennial).

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- To report any health and safety concerns to the line manager as soon as practicable.
- To report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace.
- To read and confirm understanding of the School's Health and Safety Policy.



Benefits of working at Abingdon



Annual Leave:
You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

> **92% of our staff say the facilities and resources for staff are good**
> (2026 staff survey)

Time Off & Flexibility



Working from Home (WFH):
We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



Christmas Closure:
Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

Death in Service Benefit:
For your peace of month, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Outstanding Pension Scheme:
We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

Financial & Family Support



Financial Planning Appointments:
Staff have access to professional financial planning appointment, subject to terms and conditions.

Super Camps Discount:
Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.





Foundation Grant (School Fees):
If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.

School Counsellors and Physios:
Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).

Employee Assistance Programme (EAP):
Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.

Private Healthcare:
Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).

Health & Wellbeing

Sports Centre Membership and Theatre discounts:
Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.

Cycle to Work Scheme:
Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.

Other Health and Wellbeing Benefits:
Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.

Social:
There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Free Lunch:
Most staff can enjoy a delicious free lunch and refreshments during term time.

Free Parking:
We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).

Everyday Perks

Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

> **99% of our staff say they have good working relationships with their immediate colleagues**
> (2026 staff survey)

How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an **application**. Please note we are unable to accept CVs, testimonials or examples of work.

References:
We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:
We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:
If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.
These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:
If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 5 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding
Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!
It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?
Contact our Recruitment Team at **01235 849136** or **recruitment@abingdon.org.uk**

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

A leading independent co-educational day and boarding school in Oxfordshire for pupils aged 11 to 18 years.

abingdon.org.uk