



DAME ALLAN'S SCHOOLS
building the future

CANDIDATE INFORMATION

Admissions Officer

Permanent, full-time, all year round.

Independent Day School for over 1250 pupils

Junior School (3-11)

Senior School (11-16)

Sixth Form (16-18)

Admissions Officer

We are delighted to offer an exciting opportunity to join our highly successful Admissions Department, recently recognised nationally with the Admissions Impact Award by AMCIS (the Association for Admissions, Marketing and Communications in Independent Schools).

This is a varied and interesting role that sits at the heart of the school and plays a vital part in the school's recruitment. Reporting to the Head of Admissions and Communications, the Admissions Officer will work as an integral part of the Admissions, Marketing and Communications Team.

Job Description

We are looking to appoint an enthusiastic, warm and friendly individual to work in the Admissions, Marketing and Communications department on a full-time basis. Reporting to the Head of Admissions and Communications, the Admissions Officer will support the day-to-day recruitment of prospective pupils, providing an excellent and welcoming role to prospective families. The role includes supporting the full admissions cycle from events such as open mornings, personal visits and assessments, to new parents meetings and induction events for new families ahead of the start of the new academic year.

Point of Contact for Admissions:

- To be the first point of contact for prospective parents.
- Respond to enquiries received by telephone, email, and in person.
- Follow up all enquiries, visits, and applications as efficiently as possible.
- Liaise with the Junior and Senior School offices to arrange personal visits for prospective parents, scheduling meetings with key staff as appropriate.
- Process applications and seek references from the prospective pupils' current school.
- Provide accurate, up to date information and advice to applicants throughout the admissions process.
- Share relevant information about prospective and new families to key staff, including academic staff, school nurse, and the Bursar's office.
- Liaise with the appropriate Heads of Schools to ensure a smooth transition and induction of new starters and their families.
- Support in communicating with prospective and new parents (via personalised emails), for example entrance assessments, offer letters and event invitations.

Events:

- Attend evening and weekend events including open events, new parents meetings, and entrance assessment days.
- Work closely with the Marketing & Events Lead and the Marketing and Communications Officer, to:
 - prepare materials for open events, including attendee information.
 - prepare information and materials for new parents meetings.

Entrance Assessments and Interviews:

- Assist in arranging taster days, assessments and interviews for the Junior School, Senior School, and Sixth Form.
- Work with the Head of Admissions and other key staff to assist in the organisation of the Senior School entrance assessment day.
- Work with the appropriate Head of School to oversee ad-hoc entrance assessments as required.

Admissions Recording and Reporting:

- Maintain an accurate record of enquiry and application data.
- Maintain the admissions portal (OpenApply).
- Administration of acceptance forms: acknowledging receipt, processing of forms and deposits, and following up on incomplete documents and deposits.
- General admissions administration.

General:

- Contribute to the overall ethos and vision of the Schools.
- Be aware of and support differences and ensure equal opportunities for all.
- Take responsibility for professional development and attend training as required by the Schools.
- Understand and adhere to Child Protection, Safeguarding, Health and Safety, Hygiene, and Confidentiality and Data Protection policies and procedures.
- Undertake other duties and responsibilities as required commensurate with the post.

Person Specification

The successful candidate may possess the following experience, qualifications and qualities:

Essential:

- Degree level education or equivalent.
- Extensive experience in an administrative role, preferably in admissions.
- IT proficient, preferably in Google Workspace, with experience in mail merge.
- Excellent organisational skills, with the ability to work with accuracy and attention to detail.
- Excellent time management, with the ability to prioritise, work flexibly, and meet deadlines.
- Professional presentation and a friendly approach as an ambassador to the school.
- Ability to remain calm under pressure and handle challenging situations with empathy and professionalism.
- Experience and understanding of excellent customer service.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, and ability to work confidentially and efficiently with discretion.
- Ability to build strong relationships with teaching and support staff.
- Ability to form good and appropriate relationships with pupils.

- Well motivated and ability to work on own initiative and as part of a team.
- Proactive commitment to continuous improvement of service and systems.

Desirable:

- Understanding of the education sector.
 - Experience of working in a similar role and/or in the independent school sector.
 - Experience in OpenApply, iSAMS or database systems and data analysis.
 - Experience of event organisation.
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Ready to Apply?

Additional information about working at Dame Allan's Schools can be found on our [Vacancies page](#).

1. Please read our [Application and Recruitment Process](#) and [Recruitment Privacy Notice](#).
2. Download and complete the Application Form found on our website.
3. Complete the [Equal Opportunities form](#).
4. Send your completed Application Form and any additional documents to HR@dameallans.co.uk.

Closing date: noon on Sunday 31 May 2026.

Interviews will take place week commencing 8 June 2026.

Terms and Conditions

Hours: Full time, all year round.

Salary: Competitive

Benefits:

- The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.
- All staff may join the School's pension schemes.
- All staff receive free school lunches.
- Access to the Employee Assistance Programme.
- All staff are eligible for free eye tests.
- Access to Cycle to Work scheme.
- School trip travel opportunities.
- A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre-employment checks.

Questions

For an informal chat about the role, please contact Rebecca Miller, Head of Admissions and Communications: r.miller@dameallans.co.uk

For any other queries, please contact HR@dameallans.co.uk

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

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Dame Allan's Schools



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