



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Admissions Assistant

King Edward's School (KES) and King Edward VI High School for Girls (KEHS) are recruiting for an Admissions Assistant to support admissions processes and admissions-related marketing across both schools.

This is a full-time (37 hours a week) term-time role, with 10 additional days ("plus days") to be worked at admissions events that take place on Saturdays or in the evening. There are currently seven Saturday admissions-related events that take place throughout the year.

KES and KEHS are two of the country's leading independent schools. KEHS is currently ranked first for academic excellence in the West Midlands and is in the top ten schools in the UK (Sunday Times ParentPower 2025). KES is the highest-performing day school for boys in the West Midlands (Sunday Times ParentPower 2025) and was named the region's independent secondary school of the decade by The Sunday Times in 2021.

There is close collaboration between the two schools and many staff work across both. The schools share a beautiful 50-acre campus in Edgbaston. Both schools are academically selective with the main entry points being at 11+ (Year 7) and 16+ (Year 12), although pupils can be admitted into other year groups if a space becomes available.

We're looking for an enthusiastic team player with proven administrative skills and a strong "people and service" ethic to support the Admissions Team in the delivery of our vital admissions function. We seek that prospective parents and pupils will have a seamless experience from initial enquiry through to the point at which they join either of the schools, with our processes reflecting the schools' wider reputations as the region's leading secondary education establishments.

The dynamic role offers tremendous variety from preparing information packs for admissions events and processing applications received via our online portals, to supporting entrance exam logistics and being a welcoming presence when families visit us on open days or come in for individual tours. There is a close working relationship between the Admissions Team and Marketing and Communications Team, and the Admissions Assistant will support the regular flow of news updates from the schools to prospective parents. As with other school-based support functions, the role will also contribute to the general operations of the school as required, for example being available to cover on reception and supporting the work of other departments at busy times.

Terms and conditions

Job title: Admissions Assistant

Role reports to: Director of Admissions

Hours: Full-time (37 hours per week), term-time plus 10 days to be worked at events that take place on Saturdays or in the evening. Working hours are 8.30am to 4.30pm Monday to Thursday, with a 4pm finish on Fridays.

Salary: Grade 5 £28,711 - £29,843 FTE (**Actual salary £23,808 - £24,747**)

Benefits include: Defined Contribution pension scheme, school fee discount, free lunches in term time, free access to swimming pool and gym facilities, free onsite parking, Cycle to Work scheme

Start Date: Monday 28th April (start of the school summer term)

Job Description

Key responsibilities:

1. Admissions administrative and logistics support

Supporting the Admissions Team in the delivery of the department's annual cycle of work across KES and KEHS, through the provision of wide-ranging administrative and logistics support related to key events such as 11+ entrance exams and interviews, 16+ interviews, any in-year admissions events, open days and open evenings, taster and induction events and admissions ceremonies. Several of these events fall on Saturdays or weekday evenings.

Processing applications received via the schools' online admissions portals, making best use of admissions software.

Enquiry handling, predominantly via telephone and email, being able to answer some enquiries and passing on others to more senior members of the Admissions Team.

Taking the lead on preparing information packs for admissions events, sourcing relevant material for inclusion and collating the packs ahead of events.

Printing, collating and posting correspondence that is sent out in hard copy, for example entrance exam instructions, offer letters and prospectus packs.

Welcoming prospective pupils and their families when they visit the schools.

Monitoring stock levels of admissions-related marketing collateral.

Supporting data analysis in support of admissions, for example by providing relevant data from the online admissions portals as requested by the Director of Admissions.

Ensuring high standards of record keeping at all stages of the admissions process, and always ensuring confidentiality and data protection.

2. Admissions-related marketing

Working in collaboration with the Marketing and Communications Team, supporting the regular flow of news updates from the schools to prospective parents, including suggesting content for admissions newsletters for prospective pupils and parents as well as admissions-related content that may work well on the schools' main communications channels, and exploring new ways that the schools could keep in contact with admissions audiences.

Regularly reviewing admissions content on the schools' websites to ensure it is always accurate, engaging and up to date.

3. General school support

Contributing to the general operations of the school as required, for example being available to cover on reception and supporting the work of other departments at busy times.

4. Additional duties

The list above is not an exhaustive list of tasks that the role holder will be required to carry out but outlines the main duties. Reasonable duties related to the job purpose may be required from time to time. All staff are required to act in a professional, co-operative and flexible manner in line with the requirements of the post and the Staff Code of Conduct.

Person Specification

The following person specification indicates the skills and personal characteristics, qualifications, training and experience that are either essential or desirable in applicants.

Skills and Abilities (tested at application and interview)	Essential	Desirable
Ability to manage workload and prioritise tasks to meet deadlines, using initiative and being proactive	✓	
Highly proficient in the Microsoft 365 suite, including Excel, Word, Outlook and Teams	✓	
Strong communication skills, both written and verbal	✓	
Meticulous attention to detail and accuracy	✓	
Excellent customer service skills, with a “people and service” ethic	✓	
Ability to work proficiently with online software	✓	

Knowledge and Experience (tested at application)	Essential	Desirable
Experience of delivering administrative tasks, including fielding enquiries, preparing correspondence, data inputting and record keeping	✓	
Experience with online software such as registration systems / customer relationship management systems		✓
Experience of organising events		✓
Experience of working within an education environment		✓

Attitudes (tested at interview)	Essential	Desirable
A creative thinker with a proactive attitude and ability to use own initiative	✓	
Willingness to work flexibly and support the work of others as required	✓	
Friendly and articulate	✓	
Diplomatic, discreet and able to maintain strict confidentiality	✓	
A positive attitude towards education and young people	✓	
An understanding of safeguarding principles and practice	✓	
An understanding of the aims and ethos of independent education	✓	

How to apply

To apply for this role, please forward a completed **application form**, **equal opportunities monitoring form** (both available for download at <https://kehs.org.uk/about-us/work-with-us/>) and a **covering letter** addressed to Jenny Butterworth (Bursar Operations) by email to: kesrecruitment@keschools.org.uk.

The deadline for applications is 8am Tuesday 4th March 2025, with interviews scheduled for the week beginning Monday 10th March 2025; however, applications will be reviewed on receipt: so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

If you have any queries about the role or would like to discuss it in more detail, please contact Jo Bullock, Director of External Relations, by email: j.bullock@keschools.org.uk

King Edwards School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kehs.org.uk.