

Role Profile: Admissions Assistant**Location: Akeley Wood School****Function: Marketing & Admissions****Reporting to: Admissions Manager****About the School**

Akeley Wood School is a warm, vibrant and welcoming community set across three beautiful rural campuses near Buckingham. We are proud of our strong relationships, inclusive ethos and commitment to delivering exceptional experiences for every pupil and family who walks through our doors.

We are seeking an organised, personable and proactive Admissions Assistant to join our busy Marketing & Admissions team. This is a key front-facing role, supporting families from first enquiry through to joining the school, and ensuring every parent receives a professional, personalised and memorable experience.

Role Purpose

The Admissions Assistant plays a key role in supporting the recruitment and admission of pupils from Nursery to Sixth Form. The postholder will act as an ambassador for the school, providing exceptional customer service to prospective families and ensuring that all admissions processes are managed efficiently, professionally and in line with school requirements.

What you Will be Doing**Key Responsibilities****Customer Service & Relationship Management**

- Act as a welcoming and professional first point of contact for prospective parents and pupils.
- Build rapport with families, gathering relevant information to tailor tours and conversations.
- Respond promptly and accurately to enquiries by phone, email and in person.
- Provide follow-up communication after visits and maintain regular contact throughout the admissions journey.

Admissions Process Management

- Support the Admissions Manager in all aspects of the admissions process.
- Coordinate 1:1 and group tours, ensuring families receive a high-quality experience.
- Maintain accurate records across admissions systems, ensuring data integrity at all stages.
- Coordinate the receipt of required documentation for new admissions, ensuring compliance with school and regulatory requirements.
- Support the organisation of recruitment, assessment and taster events, including registration, logistics and parent liaison.
- Assist with the preparation of admissions reports and forecasting as required.

Systems & Administration

- Maintain prospective parent databases and ensure accurate data entry.
- Use multiple IT systems and applications confidently and efficiently.
- Produce correspondence, documentation and reports to a high standard of written English.
- Ensure all administrative processes are completed in line with agreed procedures.

Collaboration

- Work closely with the Admissions Manager, Head of School, teaching staff and administrative colleagues.
- Liaise with external stakeholders including parents, pupils, suppliers and local authorities where required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll Bring**Essential**

- Excellent written and verbal communication skills.
- A confident, warm and professional manner.
- Strong organisational skills and meticulous attention to detail.
- Ability to manage multiple tasks and competing priorities.
- High level of IT proficiency, including Microsoft Office.
- Experience in a customer-facing, data-driven or sales-oriented role.
- Ability to work effectively in a fast-moving environment.
- Affinity with children, young people and parents.

Desirable

- Experience working in a school or educational setting.
- Experience using MS Dynamics, iSAMS or similar systems.
- Understanding of the independent school sector.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Akeley Wood School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- To be signed and dated by employee:
- Signed:
- Name (print):
- Date: