

SEVENOAKS SCHOOL

# ADMISSIONS COORDINATOR

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## THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend

performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



## THE ADMISSIONS DEPARTMENT

The Admissions team of nine handles over 1,000 applications a year as well as hundreds more enquiries and visitors from across the UK and around the world. The close-knit team is a sector leader, noted for its professionalism, efficiency and warmth. The aim is for every family to enjoy their contact with the school at every stage.

### THE ROLE

The Admissions Coordinator, reporting to the Director of Admissions, plays a central role in supporting the operational effectiveness of the Admissions team. Working closely with the Registrar (11+ and 13+ entry), Sixth Form Registrar (16+ entry), Assistant Registrar, Visa Coordinator, and Admissions Assistant, the Admissions Coordinator has primary responsibility for department's systems, data management and administrative processes.

The role ensures that admissions processes run efficiently and consistently across all entry points, supporting colleagues in delivering a high-quality experience for prospective and current families. The Admissions Coordinator also contributes to the organisation of events, management of enquiries, and the smooth running of assessment and induction processes.

The post becomes available upon the promotion of the current Admissions Coordinator to Assistant Registrar.

### REPORTING TO

This role reports to the Director of Admissions.

## MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

### SYSTEMS, DATA AND PROCESS MANAGEMENT:

- Taking primary responsibility for the development, maintenance and day-to-day operation of the school's CRM system (OpenApply).
- Acting as the main point of contact with software providers to resolve issues and optimise system performance.
- Leading on mapping and improving data flows between systems in collaboration with IT and other departments.
- Developing and refining admissions processes to improve efficiency, consistency and user experience.
- Ensuring accurate and timely data entry across the department, supporting colleagues in the effective use of systems.
- Using the DocuSign process to send contracts to parents, track responses and download completed contracts.

### ENQUIRIES AND COMMUNICATIONS

- Overseeing and managing the Admissions inbox, ensuring timely, accurate and appropriately directed responses to enquiries.
- Supporting the team in maintaining a



high-quality and consistent standard of communication with families.

- Handling sensitive communications with discretion and professionalism.
- Working with the Assistant Registrar to act as a first point of contact for prospective families during school holiday periods.

### **GENERAL ADMISSIONS SUPPORT**

- Supporting the Registrar, Sixth Form Registrar and Assistant Registrar in the administration of admissions processes across all entry points, ensuring these run smoothly and efficiently.
- Acting as a knowledgeable point of contact within the school for admissions-related queries.
- Liaising with the Finance Department to reconcile registration payments.
- Working closely with the Visa Coordinator to ensure accurate transfer of applicant data where required.
- Undertaking general administration duties, generating correspondence, liaising with other departments as required.

### **VISITS AND EVENTS:**

- Supporting the Registrars in setting up and administering regular Saturday morning group visits and the two annual open mornings.
- Assisting with logistics including bookings and communication.
- Helping to host events and respond to parents' questions on the day.
- Contributing to a welcoming and professional

experience for all visitors.

### **ADMISSIONS ASSESSMENTS:**

- Supporting the administration and logistics of entrance assessments across all entry points.
- Assisting with candidate communication, data management and invigilation when necessary.
- Supporting colleagues on assessment days to ensure smooth delivery and a positive candidate experience.
- Assisting with the processing, recording and communication of results.
- Tracking late applicants and supporting the administration of late testing as required.

### **INDUCTION:**

- Supporting the administration of induction processes for new joiners across all entry points.
- Assisting with the preparation and distribution of induction materials.
- Responding to queries from parents in collaboration with the Registrar, Sixth Form Registrar and Assistant Registrar.

### **RECORD-KEEPING AND REPORTING:**

- Ensuring the accuracy and integrity of admissions data across all systems.
- Supporting the tracking of applicants through each stage of the admissions process.
- Assisting in the production of reports for senior leadership analysis.
- Maintaining key departmental records, dates and documentation.



## MARKETING AND EXTERNAL LIAISON:

- Supporting the Registrars and Marketing Department to ensure admissions-related content on the school website is accurate and up to date, including designing new forms when necessary.
- Occasionally joining the team at school fairs.

## PERSON SPECIFICATION

The Admissions Coordinator should:

- Have strong IT and database skills (essential), with experience of CRM systems.
- Have excellent communication (both written and oral) and interpersonal skills.
- Have excellent attention to detail and maintain high standards of accuracy in all work.
- Be highly organised, accurate and methodical, with the ability to manage multiple processes and deadlines.
- Be flexible, proactive and able to work both independently and collaboratively.
- Be personable and confident when acting as a professional ambassador for the school.
- Be professional, discreet and tactful at all times.
- Have experience of process improvement and systems development (desirable).

## NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Please note that interviews for this role will be taking place on 13th and 14th July 2026.

## HOURS

This is a part-time role where during term time (34 weeks per year), the basic hours are 32 hours per week worked over five days. During school holidays, the hours are 16 hours per week, with days and time to be agreed. Flexibility in these working hours will be required to meet the demands of the role during peak times.

This is a dynamic and responsive role, and some flexibility will be required outside of these hours, including on a small number of Saturdays during term time to coincide with key admissions visits. This is a fully office-based role. With occasional exceptions, annual leave should be taken during school holiday periods.

## SALARY

A full time equivalent salary of £35,000.00 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate. The salary will be pro-rated



to reflect the working pattern.

## BENEFITS

- Holiday entitlement of 27 days (full time equivalent) per annum, (pro-rated) increasing to 30 days per annum (full time equivalent) after 3 years of service (excluding bank holidays).
- School lunch.
- Free parking (subject to availability).
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

## CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

**The closing date for applications is 09/07/2026 at 12:00.**

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.



Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.