



Leehurst Swan School
S A L I S B U R Y

Admissions Officer

CANDIDATE PACK



THE SCHOOL

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding, whilst preparing them for their future beyond school.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children, so they can find their voice and receive the best preparation for their future beyond school.

Leehurst Swan is structured into three phases — Lower, Middle and Upper — so that every child is supported in the way that suits their stage of development, learning and confidence. The Lower School is from Reception to Year 4. The Middle School is Year 5 to Year 8. The Upper School is Year 9 to Year 11.

THE ROLE

The Admissions Officer is responsible for delivering an efficient, professional and welcoming admissions service, guiding prospective families from their initial enquiry through to enrolment.

The post-holder will manage the day-to-day administration of the admissions process, maintain accurate admissions records, provide timely and effective communication with prospective families, and support the smooth operation of the School Office through general administrative duties.

This is a permanent position starting from September 2026.

KEY RESPONSIBILITIES

Admissions

- Manage the School's admissions process from first enquiry through to enrolment.
- Ensure prospective families receive a welcoming, professional and responsive service at every stage of their admissions journey.
- Coordinate school visits, taster sessions, assessments, interviews and admissions events.
- Maintain regular contact with prospective families, ensuring enquiries are progressed appropriately and opportunities are not lost through lack of communication or follow-up.
- Prepare and issue admissions correspondence and documentation.
- Work closely with teaching and support staff to coordinate admissions and transition arrangements.

Admissions Systems and Records

- Maintain accurate, complete and up-to-date admissions records using the School's management information systems.

- Ensure admissions information is recorded promptly and consistently to enable effective tracking, reporting and communication.
- Produce admissions reports and other management information as required.
- Maintain pupil records and admissions documentation in accordance with data protection legislation and School policies.

School Office Administration

- Provide professional front-of-house cover during the morning, welcoming visitors and responding to telephone and email enquiries.
- Provide administrative support to the School Office as required.
- Work collaboratively with colleagues to ensure the efficient day-to-day operation of the School Office.
- Undertake other administrative duties appropriate to the role.

Working Relationships

- Work closely with the Headmaster in support of the School's admissions objectives.
- Liaise with teaching staff, the SENCO, pastoral staff and the Finance Office to ensure prospective pupils and their families receive an effective and coordinated service.
- Develop positive relationships with parents, pupils and visitors, acting as a professional ambassador for the School.

Professional Standards

- Demonstrate excellent organisational skills and professional judgement.
- Manage confidential information with discretion.
- Maintain high standards of accuracy and attention to detail.
- Prioritise workload effectively, managing competing demands while ensuring key deadlines are met.
- Contribute positively to the continuous improvement of admissions and administrative processes.

PERSON SPECIFICATION

Essential

The successful candidate will demonstrate:

- Excellent organisational and administrative skills.
- Exceptional attention to detail and accuracy.
- Excellent interpersonal and customer service skills.
- Strong written and verbal communication skills.
- The ability to establish effective working relationships with parents, colleagues and visitors.
- A proactive and self-motivated approach to work.
- The ability to manage multiple tasks and competing priorities.

- Confidence using Microsoft Office applications and database systems.
- The ability to produce accurate records and management information.
- Good judgement, discretion and integrity when handling confidential information.

Desirable

- Experience of admissions, registrar or school office administration.
- Experience of working within an educational environment.
- Experience of using a school Management Information System, such as SchoolBase, or a comparable CRM/database.
- Experience of analysing and reporting administrative data.

WORKING PATTERN

The role is primarily term time.

Hours: Normal hours of work during school term time will be 27.5 hours per week 8am – 2pm Monday-Friday.

In addition to term-time working, you will be required to work the equivalent of four weeks during the school holidays. These hours may be worked flexibly across the holiday periods, by agreement with the school, and are not intended to require you to work throughout the school holidays.

Holiday working will be spread between working on site and remote working, to monitor admissions enquiries and ensure prospective families receive a timely response.

Start date: The role is expected to commence on Tuesday 1 September 2026. However, the School would welcome the opportunity for the successful candidate to undertake some paid induction and training during August, by mutual agreement, to ensure a smooth transition into the role before the start of the Autumn Term.

This job description outlines the principal responsibilities of the post and is not intended to be exhaustive. The post-holder may be required to undertake other duties that are reasonably consistent with the level and nature of the role to meet the operational needs of the School.

APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download and complete the school's application form and return it with a covering letter highlighting any strengths and reasons for applying for the post.

Applications should be emailed to Mrs Rosie Orchard, Executive PA on patohm@leehurstswan.org.uk.

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. All our staff are trained in child protection and work within the staff code of conduct and whistle blowing policies.

Appointment is subject to satisfactory pre-employment checks, including references, identity, right to work, enhanced DBS, barred list check where applicable, and medical fitness.

If you would like further details about the school, or you would like to have a look around the school, please contact Rosie Orchard in the first instance.

This role is open to both internal and external applicants.

Closing Date for Applications: Midday on Wednesday 5th August

Interview Date: To be confirmed, following the shortlisting of candidates.