

Admissions Assistant

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| School: | Kingston Grammar School | Posted: | 2nd April 2025 |
| Location: | 70 London Rd, Kingston upon Thames, Greater London KT2 6PY | Expires: | 22nd April 2025 09:00 AM |
| Contract Type : | Permanent | Start Date: | 2nd June 2025 |
| Contract Length: | Permanent | Job ID: | 1475948 |
| Salary: | c.£25,000 | Suitable for: | Other Graduates |
| Hours: | Full Time | | |



Kingston Grammar School is looking to appoint a full-time Admissions Assistant to join the admissions team in the Admissions and Marketing department.

The Admissions team work closely with Marketing to effectively convey the school's vision and ethos to internal and external audiences and attract prospective students to KGS. Both teams are heavily involved in key events throughout the academic year, including the annual Open Day, Open Mornings, and Information Evenings, and the 10+, 11+ and 16+ admissions process.

The Admissions Assistant at KGS plays a crucial role in supporting all aspects of the admissions process, coordinating and attending recruitment events, and building relationships with prospective parents and students. Responsibilities of this role include data management, customer service, liaising with various departments to ensure smooth admissions processes, and providing administrative support to the team.

The ideal candidate will have experience in a busy office or customer service environment, demonstrating strong administrative skills and proficiency in MS Office. Excellent communication and interpersonal skills are essential, along with the ability to manage time effectively, pay attention to detail, and prioritise workload. The candidate must be able to maintain confidentiality and remain calm and professional during busy periods. While not essential, experience working with admissions and/or data would be advantageous.

A competitive salary and generous benefits accompany this role.

The closing date for applications is 9am Monday, 22nd April 2025. Interviews for this role will take place on Wednesday 30th April and the school reserves the right to commence the interview process at any time prior to the closing date.

Prior to interview, an online search will be conducted to identify any past or current incidents or issues that might affect your suitability to work with children and undertake this role. This is in line with guidance in Keeping Children Safe in Education. Please note this online search will be carried out only on publicly available information and be limited to issues relating to your suitability to work with children and/or in a school environment. Issues that arise will not automatically be a bar to your employment at this school.

Kingston Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Safeguarding Statement:

Kingston Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.