



ST MARY'S CATHOLIC SCHOOL
Windhill, Bishop's Stortford, Hertfordshire CM23 2NQ
T: 01279 654901 | E: info@stmarys.net | W: stmarys.net
Part of the St Francis of Assisi Catholic Academy Trust



Admissions Officer

H3 5 – H5 14 (Fringe) (£23,500- £27,344 +£689 FTE, £16,413 - £19,021 Pro Rata)
30 hours per week Term Time Only + occasional additional hours/ days (deadline dependant)

Start Date: ASAP

We welcome applications from those of the Catholic faith, all faiths and no faith, and who are supportive of our Christian values and ethos.

Do you have a can-do attitude and an excellent attention to detail? Are you relentless in your endeavours to see a task through to completion? We are seeking a diligent and thorough individual to appoint as Admissions Officer to provide administrative support for the compilation and accuracy of admissions.

As school admissions officer you will manage the school admissions process from initial inquiry to enrolment, including processing applications, and communicating with families and other stakeholders.

You must have excellent communication and interpersonal skills, and the ability to engage effectively with diverse stakeholders providing clear information and guidance to prospective students and their families regarding admissions criteria, procedures, and deadlines and collaborating with school staff and external agencies to ensure compliance with admissions regulations and policies.

You will need to be proficient in IT and ideally have experience with database management systems together with strong organisational skills and attention to detail, with the ability to manage multiple asks and deadlines as you will be required to maintain accurate records and databases related to admissions, enrolment, and student demographics.

Knowledge of admissions procedures, regulations, and best practices in the education sector would be an advantage but not essential as training and support will be given.

Due to the nature of this role, private information will be handled. The successful applicant must be able to demonstrate commitment and awareness regarding handling data carefully and confidentially.

Previous experience in school admissions or a related field is preferred but not essential. Whether this is your first school role or you are looking for a new challenge, if you have the skills, approach and attributes we would love to hear from you.

You will be joining and supported by a team of experienced and dedicated colleagues in a school which has a tremendously talented, committed, creative, and innovative staff; parents who are supportive; and students who are eager to learn, well behaved and motivated to succeed.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants. St Mary's is committed to the equality of opportunity for all applicants, and we reserve the right to interview on a rolling basis, therefore an early application is advisable.

Apply in writing using the forms available on our website www.stmarys.net : Support Staff Application Form, Consent to Obtain References Form, Rehabilitation of Offenders Form & Recruitment Monitoring Form. Applicants are reminded that they should read the Notes to Applicants before completing an application. Please note only applications on St Mary's forms will be accepted. Please contact Deirdre McHugh, Interim Headteacher d.mchugh@stmarys.net or Recruitment@stmarys.net to submit an application or for more information.

Closing Date: 30th April 2024 10.00 a.m.



ST MARY'S CATHOLIC SCHOOL

Windhill, Bishop's Stortford, Hertfordshire CM23 2NQ
T: 01279 654901 | E: info@stmarys.net | W: stmarys.net
Part of the St Francis of Assisi Catholic Academy Trust



Interviews: St Mary's is committed to the equality of opportunity for all applicants, and we reserve the right to interview on a rolling basis, and close the application deadline early, therefore an early application is advisable.