

An aerial photograph of the Haileybury school campus. The image shows a large, historic stone building complex with multiple courtyards and green lawns. A prominent feature is a large, circular building with a green copper dome. The campus is surrounded by lush green trees and fields, with a large white sports hall visible in the background. The text 'Admissions Assistant' is written vertically in a large, white, serif font across the right side of the image.

Admissions Assistant

Admissions Assistant

BACKGROUND

Haileybury is a leading co-educational independent school for pupils aged 11 to 18, offering both boarding and day options. Set within 500 acres of beautiful Hertfordshire countryside, just three miles from Hertford and 20 miles north of London, our school combines a rich heritage of over 150 years with a forward-thinking approach to education.

Named Tes Boarding School of the Year, Haileybury is renowned for its academic excellence, exceptional pastoral care, and an enriching co-curricular programme that supports the development of well-rounded, globally minded young people. Our outstanding facilities and strong, collaborative community of pupils, staff, parents and alumni underpin all that we do.



JOB PURPOSE

The Admissions Assistant plays a key role in a busy and high-profile department, delivering an exceptional service to prospective families and supporting the Director of Marketing and Admissions, as well as the wider Admissions team, in ensuring the smooth and effective operation of all admissions processes.

We are seeking a dedicated and proactive assistant to lead on visa and immigration processes and the organisation of family visits, while supporting the delivery of a high-quality, seamless experience for families throughout the admissions journey.

As the primary point of contact for immigration-related enquiries, the post-holder will manage all procedures and documentation relating to the sponsorship of international pupils. This includes working closely with parents, Admissions colleagues, immigration legal partners, and Housemasters/Housemistresses to ensure full compliance with immigration requirements and that all processes are followed accurately and to deadline.

The Admissions Assistant is a full-time role; 37.5 hours per week (*with a 30-minute unpaid lunch break*). The role requires a willingness to attend events outside of the working day, including occasional evenings and weekends and a flexible working pattern is permitted to accommodate this.

Flexibility in working arrangements will be considered. The role may be contracted on a full year (*52 weeks*) or term-time plus six weeks (*39 weeks*) basis. Requirements can be discussed at interview.

KEY RESPONSIBILITIES

IMMIGRATION SERVICES

Ensure the accurate collection and processing of documentation required for the legal sponsorship of boarding pupils, in line with UKVI and Tier 4 requirements.

- Gather and collate all necessary documentation for visa applications under the UKVI/Tier 4 scheme.
- Liaise with Admissions colleagues and the school's immigration services partner to ensure accurate allocation of Confirmation of Acceptance for Studies (CAS).
- Advise families on visa documentation to ensure all information is complete and accurate prior to application.
- Issue CAS and monitor application progress via the Home Office Sponsorship Management System (SMS).



Key responsibilities - Continued

- Maintain meticulous records related to legal sponsorship:
 - Keep up-to-date records of passports and Biometric Residence Permits (BRPs) in line with agreed protocols.
 - Coordinate with the Reception team to ensure effective monthly reminders of document expiry dates.
 - Maintain accurate digital and hard copy records for all sponsored students, including uploading visa documents to iSAMS and physical filing.
 - Monitor course completion dates and liaise with the School Office to ensure legal guardianship records are current.
 - Ensure travel arrangements for sponsored students are documented annually in a Travel Log, working with Housemasters/Housemistresses.
- Attend regular CPD workshops to stay informed on compliance requirements and update relevant stakeholders on any changes.
- Act as the primary contact for the school's immigration services partner.

VISITS

- Manage the prospective parent visits diary.
- Coordinate with relevant staff to schedule appointments and ensure timely, professional communication with families.
- Provide front-of-house cover as required, maintaining a welcoming and professional environment that reflects the school's ethos.
- Handle general enquiries by telephone and email in a courteous and efficient manner.

EVENTS

- Support the planning and delivery of recruitment events, including Open Days, Induction Days, and new joiner events.
- Assist with the supervision and invigilation of candidates during entrance examinations, both in person and remotely.

ADMINISTRATIVE SUPPORT AND GENERAL DUTIES

- Provide general administrative assistance to the Admissions team as needed.
- Greet and assist visiting parents, ensuring a warm and professional experience.
- Respond to admissions-related telephone and email enquiries and manage appointments for prospective families.



Administrative support and general duties - Continued

- Assist with communications to parents, preparation of examination packs, distribution of exam papers for marking, and reference requests.
- Support the organisation and communication related to scholarship days.
- Coordinate the scheduling of candidate interviews and manage all related correspondence.
- Undertake relevant training and CPD to ensure knowledge and skills remain current.
- Adhere to all school policies and procedures, including those related to safeguarding, data protection, and equal opportunities.

PERSON SPECIFICATION

SKILLS AND EXPERIENCE

- Strong organisational and administrative abilities with excellent attention to detail.
- Proven ability to manage time effectively and work to deadlines under pressure.
- Capable of working independently and taking initiative.
- Experience working with a range of stakeholders in a professional setting.
- Customer service experience, both in person and through digital and phone communication.
- Confident user of general IT systems and databases.
- Understanding of confidentiality, safeguarding, and data protection requirements.

PERSONAL ATTRIBUTES

- Highly accurate and detail-oriented, even when under pressure.
- Committed to delivering outstanding customer service.
- Methodical, reliable, and thorough approach to tasks.
- Excellent verbal and written communication skills.
- Collaborative team player with a proactive and positive attitude.
- Willingness to embrace new ways of working and continuous professional development.

This role is dynamic and will evolve in response to the needs of the Haileybury community. The responsibilities outlined are not exhaustive, and the Admissions Assistant will be expected to demonstrate flexibility, adaptability, and a proactive approach to their work. All tasks should be carried out with efficiency, accuracy, and within agreed time frames. The role also requires a willingness to work flexible hours, including occasional evenings and weekends, to support school recruitment events.



STAFF BENEFITS

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.

Free onsite parking.

SAFEGUARDING

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.

APPLICATION PROCESS

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on Wednesday 10 September**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.



Haileybury

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