

# ADMISSIONS ASSISTANT

REQUIRED FOR 29 AUGUST 2024

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CANDIDATE PACK

  
jags

James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

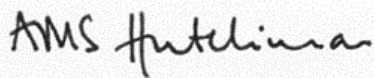
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



# ADMINSSIONS ASSISTANT

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Henrietta Kiezun via [henrietta.kiezun@jags.org.uk](mailto:henrietta.kiezun@jags.org.uk) if you would like to arrange this.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Pension scheme with 10% employer contributions
  - Free onsite parking
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# ADMISSIONS ASSISTANT

## THE ROLE

<b>JOB TITLE:</b>	Admissions Assistant
<b>TERMS &amp; CONDITIONS:</b>	Term time only plus 3 weeks, 20 hours per week 8:30am to 12:30pm, Monday to Friday
<b>SALARY:</b>	Full time equivalent salary £28,350 - £31,500 per annum depending on qualifications and experience.  Actual salary £13,560 - £15,066 per annum
<b>RESPONSIBLE TO:</b>	Head of Admissions

### Overview

The purpose of the role is to provide administrative support to the Admissions team across all entry points (4+, 7+, 11+, 16+ and Chance Vacancies), as well as to provide some administrative support to the Marketing Team when required, mainly during the late Spring and Summer terms.

### Main responsibilities

- Be a point of contact for prospective parents in relation to admissions, bursary and scholarship queries
- Provide support to the Head of Admissions and wider Admissions team in relation to the admissions process for all entry points. This may include but is not limited to:
  - Helping to co-ordinate arrangements for assessment days, welcome mornings, open mornings, taster days, post-offer events and assisting at the events as required
  - Preparing and producing assessment material (where required) and distributing to relevant staff members
  - Ensuring that requests for exam access arrangements are discussed with the relevant SENCo and appropriately documented
  - Arranging and conducting tours for prospective parents and students
  - Arranging interviews
  - Monitoring queries from overseas applicants and maintaining notes of any visa requirements
  - Management of data via an external assessment portal
  - Preparing information packs for new starters and their parents
  - Maintaining electronic pupil and parent information and ensuring that these are kept up to date
  - Helping to source references from feeder schools
- Provide general administrative support to the department including archiving in accordance with the Records Retention schedule
- Generate the School Roll on a monthly basis or at any other interval as required by the Head
- Ensure that the student MIS is kept up to date with local Prep, Primary & Secondary School information

- Support the Head's EA with arranging the annual reception for Prep & Junior School Heads
- Manage incoming pupil files from previous schools
- Provide proof of attendance letters as and when required
- Send starters and leavers information to the local authority
- Ensure all student photos are up to date and uploaded to the student MIS and arrange the photography process at the start of each academic year
- Support with reference requests and provide references when requested by external agencies
- Undertake any other reasonable tasks that are commensurate with the role
- Attending a small number of Senior School Fair evenings at feeder schools

## Marketing responsibilities

- Send out photo permission forms to all new parents at the end of the Summer term, chasing absent forms in September and late Spring
- Photographing School events as required
- Assist with social media postings
- Assist with Founder's Day preparation
- Field enquiries
- Assist at our Founder's Day and at our Main Open Day (both Saturdays)
- Assist with up to 3 out of hour evening events

# ADMISSIONS ASSISTANT

## PERSON SPECIFICATION

### Operational Excellence

- Educated to at least A level standard or equivalent
- Excellent organisational skills
- Excellent attention to detail
- Good understanding of data protection regulations
- Previous experience of working with databases
- Ability to work under pressure and to tight deadlines
- Good Microsoft Word and Excel skills
- Previous experience of working within a school would be desirable
- Confidence in using social media platforms would be desirable
- Confidence in taking photos would be desirable
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

### Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# ADMISSIONS ASSISTANT

## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Admissions, Henrietta Kiezun ([Henrietta.kiezun@jags.org.uk](mailto:Henrietta.kiezun@jags.org.uk)) will be happy to answer any questions.

Please visit our website [www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/) to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or telephone the recruitment team on 020 8693 1181.

**Closing Date:** Midday on Monday 27 May 2024

**Interview Date:** Week Commencing 10 June 2024

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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# James Allen's Girls' School

Ages 4-18

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