



ADMISSIONS ASSISTANT

Part Time, Term Time plus 3 weeks

20 hours per week, 08:30am-12:30pm, Monday-Friday

Required from Thursday 29 August 2024

Salary: £28,350 - £31,500 per annum depending on qualifications and experience

Actual salary: £13,560 - £15,066 per annum for working 20 hours per week for 38 weeks per year

This is an exciting opportunity for an Admissions Assistant to join our Admissions team.

The postholder will be responsible for supporting the Admissions team across all entry points, as well as providing some administrative support to the Marketing Team when required during the late Spring and Summer terms.

The ideal candidate will be highly organised with well-developed people skills, an eye for detail and excellent digital literacy.

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

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School 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 inclusion in the workplace.

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

If this matches your vision, then this is the perfect opportunity for you.

How to apply

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Please visit our website www.jags.org.uk/day-to-day/vacancies to download a JAGS application form and candidate pack.

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 or telephone the Recruitment team on 020 8693 1181.

Closing date : Midday on Monday 27 May 2024

Interviews : 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.