

Candidate Pack

Admissions Assistant





About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.

Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price

Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has multiple windows and a central arched entrance. The flag is dark with a light-colored crest that includes a crown and floral elements. The text is overlaid in white, serif font.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

Hours	Full-time, 37.5 hrs p/w Term-Time + 5 weeks
Salary	£20,053.44 (£24,900 FTE)

Are you organised, personable, and passionate about education? Join our thriving independent boarding school in Salisbury as an Admissions Assistant.

Supporting the Admissions Team, you will help manage UK boarding and day pupil applications, liaise with parents, feeder schools, and internal staff, and coordinate events including visits, taster sessions, and interviews.

This role offers the opportunity to deliver a seamless, welcoming admissions experience and play a key part in shaping our school community.

The successful candidate will possess strong planning, organisational and administrative skills together with efficient and effective IT skills.

This is a term-time + 5 weeks position (39 working weeks), making it an ideal role for someone seeking to balance work with family or other commitments.

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Admissions Assistant
Reports to	Admissions Registrar
Department	Marketing and Admissions
Relationship	The post holder is accountable to the Admissions Registrar in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

Purpose of the Role

The Admissions Assistant plays a vital role within the school. Alongside the Admissions Registrar, it is the first point of contact for prospective parents. The Admissions Assistant will work closely with the Admissions Registrar to provide an exceptional customer service to prospective families.

The main purpose of this role is to assist in the smooth running of the admissions process for every family that is considering Godolphin for their child, from initial enquiry through to a child's first day of school.

Duties & Responsibilities

Admissions Journey

- Together with the Admissions Registrar, act as the first point of contact for all admissions enquiries
- Be responsible for co-ordinating and sending a range of communications to prospective parents, including invitations to visits and events, taster days, assessment mornings and interviews
- Maintain effective tracking of new enquiries/applications through each stage of the admissions process
- Plan and manage face-to-face and virtual meetings and interviews between prospective parents and pupils and members of the Senior Leadership Team, ensuring families receive the best experience during their visit
- Meet and greet prospective families on arrival at the school, ensuring they receive a warm welcome and refreshments as required
- Support the Registrar with arrangements for entrance and scholarship assessments and taster days
- Accurately process, record and manage registration forms and acceptance paperwork and data for all prospective pupils on the school's CMS system

- Liaise with feeder schools to request references for prospective pupils
- Following acceptance, ensure families receive the information they need prior to starting at the school and make sure all information is received prior to on boarding
- Track offers and acceptance paperwork and liaise with the Bursary to ensure deposits are paid and the CMS is updated accordingly
- Support the Registrar to ensure accurate reporting of admissions data to all stakeholders
- Work closely with the Marketing team to ensure Admissions has the marketing literature required for prospective families
- Assist with event administration and event management at events such as open mornings, parent information events and assessment mornings (including those outside 'normal' working hours)

International Admissions

- Work closely with international agents and supporting international families through the admissions process
- Manage the school's international agent database and organise new agent contracts
- Ensure compliance with UKVI requirements, regarding international admissions processes and supporting paperwork
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Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Application Form
	Educated to degree level or equivalent	Essential	Original Certificates
Work Experience	Experience of working in a customer service environment	Essential	Application Form References
	Understanding of the independent schools sector	Desirable	
	Experience of working in international school recruitment and UKVI visa admissions process	Desirable	
Skills and knowledge	Strong planning, organisational and administrative skills	Essential	Person Specification Statement
	Strong interpersonal skills	Essential	
	Outstanding customer service skills	Essential	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work with all MS Office applications	Desirable	
Personal Qualities or Skills	Calm, works well under pressure	Essential	Interview
	Proactive, able to think laterally when required	Essential	
	High level of personal presentation	Essential	
	Accuracy and attention to detail	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Good sense of humour	Essential	

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **09 November 2025**

This vacancy will close as soon as sufficient applications have been received. Interviews will take place week commencing: **24 November 2025**

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



10/2025

Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.

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