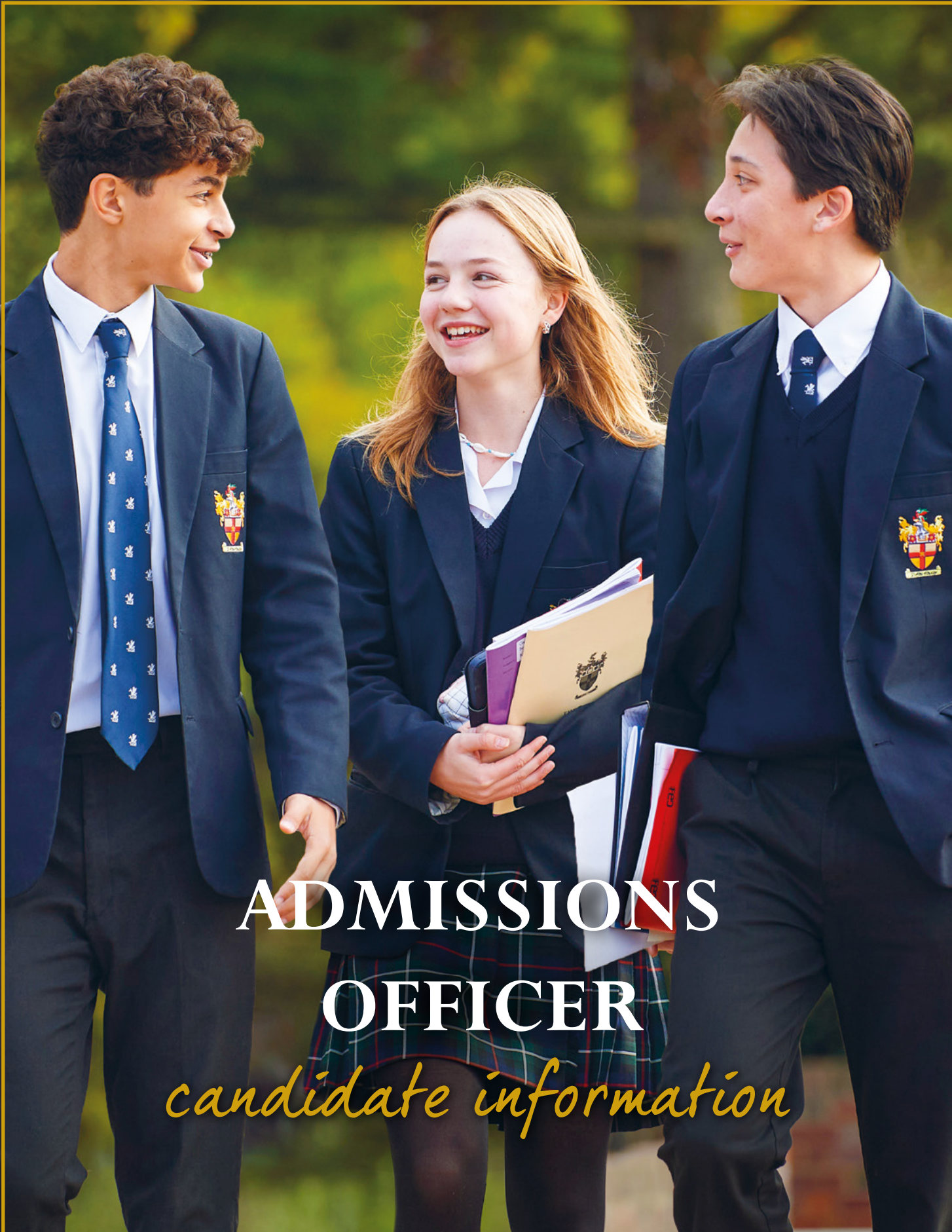




THE **Leys**  
CAMBRIDGE



**ADMISSIONS  
OFFICER**

*candidate information*

# Admissions Officer

**Part Time | Permanent Post**

**30 hours per week**

**Salary £23,799 per annum (FTE £29,749)**

We are seeking an Admissions Officer to provide a friendly and efficient admissions service to prospective pupils and parents. You will maintain contact with prospects during their journey with us, from enquiry through to admission, manage the School's admissions database, conduct school visits and assist with both organising and attending recruitment events.

We are looking for an exceptional team player, who will use their strong communication skills to build relationships with our prospective families. Ideally you will have previous experience in a similar role or a customer service role in a comparable organisation.

You will be working 30 hours per week, split equally over 5 days. You will also be required to work an occasional Saturday, or evening event over the year, for which TOIL will be applicable.





# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.



# Purpose

**The Purpose of The Leys is to play our part in changing the world for the better.**

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

# Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



# Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

## Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at A Level and close to best at GCSE. At A Level 62.2% of results were graded A or A\*, and 87% A\*-B, and at GCSE almost 50% of results were grade 9 or 8. The school uses value added as an important measure of success and we are delighted that all our 2024 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.



# The Post

## Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Main purpose of the role

- To provide a friendly and efficient admissions service to prospective pupils and parents

## Main duties and responsibilities:

### 1. Admissions Process and Administration

- Be a primary point of contact for matters relating to admission to the School for a specific entry point(s)
- Corresponding with prospective parents throughout the admissions journey
- Consider and implement effective follow up systems for enquiries, tours and registration
- Provide the HoA with administrative support for all entrance and scholarship assessments, communicating with candidates and feeder schools as required
- Maintain the iSAMS CRM system, becoming a 'super-user' through additional training and experience
- Creating and using spreadsheets and databases effectively – plus maintaining data to ensure information is accurate/updated
- Understanding the admissions process thoroughly and ensuring all relevant information is obtained for applications – e.g. Entrance Examinations, UKISET, ISEB and Password results
- Keep up to date with availability of subject options and any curriculum changes that may affect the admissions process, in addition to changes within the School
- Proactively communicate entry options (boarding/day/home boarding) to relevant prospects according to admissions targets
- Organise private visits, liaising with Housemaster/mistress and senior staff, arranging tour guides, capturing details of all visits on the database, and following up effectively with families post-visit
- Maintain the digital filing system and ensure this is kept up to date and follows strict guidelines around Data Protection
- Deputising for the HoA in their absence, dealing with any urgent issues when appropriate

### 2. Event Management

- Other administrative duties as directed by the HoA
- In conjunction with the DoM&A and HoA, develop and manage the programme of Open Events, in particular being responsible for the logistical arrangements and administration of each event, and attending each event in a 'front of house' capacity
- Capture attendance records on the admissions database and be responsible for following up each event with attendees, as per specific entry point
- Represent the school at recruitment fairs on and off site
- Manage the Entrance Exam and Scholarship process alongside the HoA and Director of Studies, in addition to taking an active role in the review process

### **3. Feeder Schools**

- Maintain communication networks and foster good relationships with key staff at Feeder Schools, as per specific entry point
- Keep Feeder Schools informed of arrangements for assessment days and Open Events, as per specific entry point
- In conjunction with the DoM&A and HoA, attend Senior Schools' Open Events to provide prospective parents with information and advice about the School, ensuring that the School is viewed as a credible option at 11+/13+.
- Ensure the Feeder Schools database is kept up to date and accurate

### **4. Safeguarding Responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

### **5. General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Head/Bursar, or other senior member of SMT as appropriate.
- To work flexibly including some Saturdays and occasional evenings as required

# Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	<p>Ability to work well in a team</p> <p>Problem solving mindset</p> <p>Understanding of independent school sector</p>	
<b>Experience</b>	<p>Customer focused and target driven</p> <p>Able to manage and prioritise a diverse workload, to meet deadlines and to work calmly under pressure</p> <p>Able to work independently and take initiative</p>	<p>Experience of events management</p> <p>Experience in a school or similar environment</p>
<b>Skills</b>	<p>Excellent IT skills including MS Office</p> <p>High level of attention to detail</p> <p>Strong interpersonal skills, warm, approachable and empathetic</p> <p>Able to represent the school with confidence, intelligence, tact and credibility</p>	<p>Previous experience of managing a database/CRM</p>
<b>Qualifications</b>	<p>Evidence of a good level of education, including GCSE English and Maths at grade 5 (or equivalent)</p>	<p>Secondary education qualifications to A Level (or equivalent)</p>

# How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team ([recruitment@theleys.net](mailto:recruitment@theleys.net)), The Leys School, Cambridge, CB2 7AD by 09.00am on Friday 18 July 2025.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**  
C A M B R I D G E