



# BISHOPSTROW COLLEGE

A pathway to excellence

## Senior Administrator/Admissions Officer

Hours: Full time. Monday - Friday

Start date: ASAP

Remuneration: Between £23 – 27K subject to experience

Bishopstrow College is an exclusive year-round , residential international school for international students aged 7-17 who are preparing for entry to the best UK boarding schools.

An opportunity has arisen to join our team of skilled professionals at the College as a Senior Administrator / Admissions Officer. This position will be a central point in the College office for managing student data.

The ideal candidate will:

- Have had similar experience, ideally in a school environment
- Have excellent numeracy and communication skills, both written and verbal
- Be organised, resourceful and enthusiastic
- Have initiative
- Be able to prioritise workloads
- Have experience of working as part of a team
- Be able to understand the statutory requirements for schools
- Have good knowledge of MS Word and Excel and ideally a school MIS
- Have experience of dealing with customers

**All placements are subject to an Enhanced DBS clearance.**

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

For an application pack please email [recruitment@bishopstrow.com](mailto:recruitment@bishopstrow.com) or visit our website <https://www.bishopstrow.com/about-us/current-vacancies/>

Bishopstrow, Warminster, Wiltshire, BA12 9HU, England.

T: +44(0)1985 219210 E: [enquiries@bishopstrow.com](mailto:enquiries@bishopstrow.com) [www.bishopstrow.com](http://www.bishopstrow.com)

