



## Admissions Assistant

Bishopstrow College is seeking to appoint a part-time Admissions Assistant to support the Registrar in dealing with prospective enquiries in an effective and appropriate manner, through the whole admissions process from first contact to arrival at the College.

The duties of the role include assisting with admissions, Child Student visa applications (with UKVI), marketing and communications, recruitment support and data management.

The ideal candidate will have:

- Experience of working in an admissions role or similar.
- Good organisational skills.
- Self-motivation – ability to demonstrate initiative and be proactive.
- The ability to work well under pressure.
- Excellent verbal and written communication skills.
- MS Outlook, Word, Excel, mail merge and database skills.

This is a part-time role requiring a commitment of 18-20 hours per week.

Salary – £12,000 to £13,000 (£24,000 to £26,000 FTE).

For more information about the role or if you would like to apply please contact [recruitment@bishopstrow.com](mailto:recruitment@bishopstrow.com) or visit our website <https://www.bishopstrow.com/about-us/current-vacancies/> for an Application Form

**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.**