



Oswestry School
Founded 1407



Admissions Registrar



Welcome from the Headmaster

Thank you for your interest in joining Oswestry School. I am delighted that you are considering becoming part of our community and hope that this recruitment pack gives you a real sense of what makes Oswestry such a special place to work.

At the heart of every successful school are its people, and at Oswestry we are fortunate to have a wonderfully talented, dedicated and supportive team of colleagues who share a genuine passion for the School and the young people in our care. Whether teaching or working in one of our many support roles, every member of staff plays a vital part in the life of the School and in shaping the experiences of our pupils.

Founded in 1407, Oswestry sits alongside the oldest schools in England and is one of very few 'ancient' schools to have a truly independent foundation. From that first acorn of an idea has grown a mighty oak with deep roots and a wide-reaching canopy spanning six centuries; we remain proud of that rich [history and heritage](#) and continue to celebrate it to this day.

Yet this is likewise a school with a modern outlook and a fresh approach. Individualised teaching and learning, dedicated [pastoral care](#), an exciting and wide-ranging [co-curriculum](#) and fantastic [facilities](#); all combine powerfully to make for a special place to learn, live and grow where each and every pupil is known, valued, nurtured and encouraged within our supportive small school setting.

Embedded in all that we do is the school's motto - **We learn not for school but for life** - where our pupils are prepared for life beyond the school gates not just with the academic credentials and skill sets they will need for the next stage, but likewise the aptitudes and attitudes to enable them to make a positive impact in the world.

Of course, none of this would be possible without the commitment, enthusiasm and expertise of our staff. We recognise that a thriving school community is one in which colleagues feel equally valued, supported and encouraged to develop. We take great pride in the collaborative spirit that exists across Oswestry, where every individual has the opportunity to contribute their own talents, ideas and experiences to the wider life of the School.

Working at Oswestry is both a privilege and a rewarding experience, and I hope that, as you explore this pack, you will be inspired by the prospect of joining us. We are always delighted to welcome individuals who share our values, embrace our ambitions and are keen to play their part in the next chapter of our School's remarkable story.

I very much look forward to receiving your application.

Peter Middleton

Headmaster, Oswestry School



ROLE

Oswestry School is seeking to appoint an **Admissions Registrar**. Combining a long-established heritage with a progressive outlook, we provide an environment in which both pupils and staff can thrive. This role would suit both experienced teachers and those at an early stage in their career. Further details about the role and department are outlined in this pack.

Widely regarded as “Shropshire’s best kept secret”, Oswestry School is a close-knit campus community where individuals are known, supported and challenged to succeed. We take a holistic approach to education, balancing academic rigour with a strong emphasis on personal development. Our school motto - We Learn Not For School But For Life - informs our commitment and dedication to ensuring that our pupils are not only prepared for academic success but likewise are prepared with the aptitudes and attitudes to thrive and flourish in the world beyond.



Leading
Independent
Schools





About Oswestry School



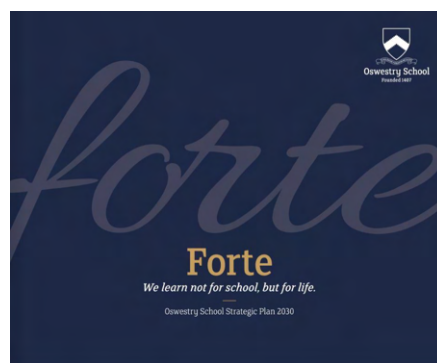
Oswestry School is an independent, co-educational day & boarding school, with an 11-18 Senior School of c.400 pupils and a 4-11 Prep School of just over 100 pupils. The strong ethos of the School is reflected in its strength of pastoral care and sense of community. The School was most recently inspected in 2024 and received a strong report. As well as providing a fantastic learning and living environment for young people, Oswestry School offers an enjoyable, challenging and rewarding working environment.

Located in the ancient town of Oswestry in the county of Shropshire, the school was founded in 1407 and, as such, lays claim to being one of the oldest truly independent schools in the country. It is located in a beautiful corner of Shropshire close to the Welsh border and enjoys a campus setting and extensive playing fields. Just 30 minutes from the market town of Shrewsbury and an hour from major cities Liverpool and Manchester, the school is well located and draws pupils from all over the county and beyond through its extensive bus routes. A dynamic boarding community with pupils coming from over 30 countries provides a vibrancy and exciting diversity to the school; internationalism and diversity is celebrated and championed.

The school itself is relatively small in size with just under 500 pupils from 4-18 where one third of our senior pupils are boarders, with over 30 nationalities represented from around the world. Deliberately non-selective, the school strives to nurture and develop the talents and abilities of each and every pupil both inside and outside the classroom. Recent facility development includes a new Library, a refurbished Sixth Form Centre and a new co-educational Sixth Form Boarding House. The Grove Performing Arts Centre, an ambitious £2.3 million capital project, officially opened in September 2026. Transforming the School's former Memorial Hall into a state-of-the-art, 180-seat auditorium, The Grove provides an exceptional space for performance, creativity and artistic expression, firmly establishing itself at the heart of school life.

Get to know Oswestry School – watch our short film, ‘This is Oswestry’.

Discover our vision for the future in ‘Forte’, our 2030 strategy.





The Oswestry Year in Admissions

The admissions calendar at Oswestry School is busy and varied, with each term bringing opportunities to welcome prospective pupils and families, showcase school life and build relationships within our local and international communities.

Michaelmas Term *September – December*

Michaelmas begins with the arrival of new pupils and families, particularly those joining Reception, First Form and Sixth Form. September also sees us celebrate **Founders' Day**, recognising the School's rich history and heritage dating back to 1407.

October brings our **Whole School Open Day**, a highlight of the admissions calendar, when staff and pupils come together to welcome prospective families and showcase all that Oswestry has to offer.

The term also sees the launch of our **Step into Sixth Form Programme** and **Year 6 Transition Programme**, supporting prospective pupils considering joining the following September. Our **Scholarship Programme** gets underway with 13+ Scholarship Assessment Days and the first of our 16+ Scholarship Assessment Days.

A **two-week autumn break** divides the term, before the School returns for a busy second half, culminating in festive performances and Christmas celebrations.

Lent Term *January – March/ April*

Lent is another important period for pupil recruitment, with our **11+ Scholarship Assessment Days**, alongside the second round of **13+ and 16+ Scholarship Assessments**. These events welcome prospective pupils to demonstrate their talents, meet staff and discover the opportunities available at Oswestry.

Alongside our admissions programme, the term is filled with sporting fixtures, music, drama and co-curricular activities, offering families further opportunities to experience the breadth of school life.

Trinity Term *April – July*

Trinity brings some of the most anticipated events in our admissions calendar, including our **Whole School Discovery Day**, welcoming prospective families to experience Oswestry first-hand.

We also host **The Challenge**, our annual event bringing together local primary schools for a day of team-based competition, leadership and problem-solving.

The summer term is also a time of celebration, with **Summer Sports Day**, our **Summer Show** and the **Prep School and Senior School Speech Days**, before the academic year concludes with our much-anticipated **Summer Ball**.

Beyond the School Calendar

These events represent just a snapshot of our year-round admissions and recruitment activity.

We welcome families for **personal tours throughout the year**, from Reception through to Sixth Form, whilst our Prep School offers **Forest School Stay and Play** sessions and an **Enrichment Programme**, giving children aged two to four weekly opportunities to experience life at Oswestry.

Our longstanding relationships within the wider community see us support notable events across Shropshire and beyond, including **Oswestry Show** and **Eyton Races**.

International recruitment is equally important. The Headmaster regularly meets prospective boarding families online, whilst he and our **Director of International Admissions** undertake overseas recruitment trips throughout the year, developing relationships with families, agents and educational partners.

Together, this busy programme offers colleagues across the School opportunities to play an active part in welcoming new families, strengthening community relationships and shaping the future of Oswestry School.



Admissions Registrar

Line Manager

Director of Marketing & Admissions

Objective of the role

To develop the School's domestic pupil roll and support international recruitment. To receive and process domestic admissions enquiries and the registration of all new UK pupils, alongside administrative support for processing international pupils.

Responsibilities (Domestic Recruitment)

- **Admissions Register management:** Maintain accurate and up-to-date records of current, future and prospective pupils within the School's admissions register and management information system (iSAMS). Ensure all enquiries, communications and progress through the admissions journey are accurately recorded and regularly updated within the School's admissions system.
- **Domestic Admissions enquiries:** Manage all domestic admissions enquiries, ensuring prospective families receive a prompt, professional and welcoming response, with appropriate guidance throughout the admissions process.
- **School visits and tours:** Coordinate and facilitate visits and tours of the School for prospective UK families and agents, liaising with relevant staff to ensure a positive and personalised experience. Liaise with the Headmaster's PA to coordinate the Headmaster's involvement in prospective family visits, meetings and follow-up communications where appropriate.
- **Scholarship coordination:** Manage the registration of interest and applications for 11+, 13+ and 16+ scholarships, coordinating the planning, organisation and delivery of scholarship assessment days in liaison with relevant academic and administrative staff.
- **Recruitment Events and follow-up:** Work closely with the Marketing and Admissions team to promote and coordinate recruitment events, including Open Days, Experience Days and Discovery Days, with a willingness to work flexibly on occasions, including outside normal working hours, where required. Manage prospective family registrations and assist with planning, organising, and delivering these events. Coordinate and manage timely, personalised follow-up communications with prospective families, ensuring enquiries progress, relationships are nurtured, and appropriate next steps are recorded in the admissions system.
- **Pupil taster days:** Manage the organisation and coordination of prospective pupil taster days, liaising with families, teaching staff and relevant departments to arrange schedules, communicate joining information and ensure a positive and well-organised experience for visiting pupils.
- **Admissions Journey and family engagement:** Maintain regular and proactive communication with prospective families throughout the admissions process, ensuring a welcoming, professional and personalised experience from initial enquiry through to enrolment.
- **New pupil joining arrangements:** Coordinate and distribute all relevant joining information and documentation to registered pupils and their families, ensuring a smooth and well-organised transition into the School.
- **Financial arrangements:** Coordinate discussions relating to fees, bursaries and other financial arrangements, referring relevant enquiries and information to the Bursary as appropriate.



- **Admissions reporting:** Produce and maintain admissions reports, database information and recruitment statistics as required to support the Director of Marketing & Admissions in monitoring recruitment activity and pupil enrolment.
- **Departmental Support:** Provide administrative and operational support to other members of the Marketing and Admissions department, including covering duties during periods of absence or increased departmental activity.
- **Forecasting Support:** Provide accurate, timely and comprehensive admissions data and insights to the Director of Marketing & Admissions to support the development of robust admissions forecasting models, inform strategic planning and facilitate effective pupil recruitment and enrolment decisions.
- **Additional Responsibilities:** Undertake other reasonable duties appropriate to the role, skills and experience of the post holder, as directed by the Director of Marketing & Admissions.

Responsibilities (International Recruitment)

- **International Admissions enquiries:** Assist with responding to international admissions enquiries, ensuring prospective overseas families and agents receive prompt, professional and informative communication throughout the admissions process.
- **Admissions Records and tracking:** Support the accurate recording and updating of all international admissions enquiries, communications and applicant progress within the School's management information system (iSAMS).
- **Admissions data management:** Assist with maintaining and updating spreadsheets, databases and other administrative records relating to international admissions, ensuring information is accurate, organised and readily accessible.
- **School visits and tours:** Assist with coordinating visits and tours of the School for prospective international families and educational agents, liaising with relevant staff to ensure a welcoming and well-organised experience. Organise online calls where necessary with agents and overseas families.
- **New pupil joining arrangements:** Support the preparation and distribution of joining information and relevant documentation to confirmed international pupils and their families, helping to ensure a smooth transition into the School.
- **Admissions documentation and compliance:** Assist with the collection, checking and recording of all required admissions documentation for international pupils, ensuring relevant information is received and accurately uploaded to iSAMS in accordance with the School's admissions procedures.
- **Visa and Immigration administration:** Provide administrative support throughout the international pupil visa application process, including assisting with Confirmation of Acceptance for Studies (CAS) requests, invitation letters and the collection of supporting documentation, in liaison with the relevant staff responsible for visa compliance.
- **Headmaster Liaison and Interviews:** Liaise with the Headmaster's PA to coordinate online interviews and face-to-face meetings between prospective international pupils, their families and the Headmaster, ensuring arrangements and communications are managed efficiently.
- **Forecasting Support:** Provide accurate, timely and comprehensive admissions data and insights to the Director of Marketing & Admissions to support the development of robust admissions forecasting models, inform strategic planning and facilitate effective pupil recruitment and enrolment decisions.

Job requirements

- Proven track record as an experienced administrator, including a working knowledge of databases or bespoke administrative package
- Previous experience in an admissions role within an independent school environment would be advantageous, although not essential
- Excellent spoken and written communication skills
- Organised and methodical approach to work
- Microsoft Office and Google software (email, word-processing, spreadsheets, databases, internet use)
- Health and safety awareness
- DBS Enhanced Check



Closing Date for applications: 12.00 noon on Friday 30th October 2026

Provisional Interview Date: Monday 9th November 2026

For further information or an informal discussion about the post and the school, please contact Jessie Lewis, Director of Marketing and Admissions, jessie.lewis@oswestryschool.com

The school reserves the right to offer the post at any stage in the appointment process or not to offer the post.

An application form and job description can be found on our website:

www.oswestryschool.com/join-our-team or by contacting contact HR Administrator, Lesley Ward at recruitment@oswestryschool.com

Oswestry School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service

A company limited by Guarantee No 3931222.

Charity Registration No. 1079822.

www.oswestryschool.com



Oswestry School

Founded 1407

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