



LORD
WANDSWORTH
COLLEGE

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Lord Wandsworth College

Admissions Assistant

Candidate Pack



Role Profile

Directorate:	Admissions & Marketing
Responsible to:	Admissions & Foundation Manager
Location:	On Campus
Contract:	Permanent, Full time, 52 weeks a year
Salary:	£26,437 per annum

Benefits

We offer a vast range of staff benefits including:

- 28 days annual leave plus Bank Holidays (pro rata for part time staff)
- Contributory pension scheme
- Fee remission for children
- Enhanced family friendly policies including support for emergency time off for dependants
- State of the art, restaurant quality hot and cold food available (complimentary)
- Death in service scheme - 4 times your annual salary
- Friends and Family referral scheme (£250 for each referral)
- Give as you earn and staff volunteering day
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school

Role outline and purpose

The Admissions Assistant is a key member of the Admissions team, responsible for supporting the delivery of an exceptional admissions journey for prospective pupils and their families from first enquiry through to enrolment.

As one of the first points of contact for families considering Lord Wandsworth College, the Admissions Assistant plays an important role in attracting, engaging and supporting prospective applicants, ensuring every interaction reflects the warmth, ambition and values of the College. The successful candidate will help create a visitor experience that leaves families feeling confident, informed and excited about joining our community.

This is a high-energy, relationship-focused role combining outstanding customer service, family engagement and excellent administrative organisation. The post holder will support the management of the admissions process, ensuring prospective families receive timely, personalised communication and a seamless experience throughout their journey.

Working closely with colleagues across the College, the Admissions Assistant will support key recruitment events such as, visits, Open Events, assessment days, scholarship assessments and induction activities. They will help ensure that every prospective pupil and family receives an impeccable admissions experience, regardless of their entry point or background.

The role requires a confident communicator who can build strong relationships with families, provide a knowledgeable and welcoming first impression of the College, and support the Admissions team in converting enquiries into successful enrolments.

Role responsibilities

The duties of the role will include, but not be restricted to:

- Act as the first contact point (via phone, email, social media and chat enquiries) for prospective parents
- To keep the admissions database up to date and accurate
- Help arrange admissions events throughout the year including Headmaster's Receptions, Open Events and experience events, providing administrative support and liaising with teaching staff
- Provide administrative support for the Foundation, including arranging home visits, helping at assessment days and liaising with parents
- Prepare interview paperwork, timetables and communications for assessment days
- Collate and check assessment data
- Liaise with the Curriculum Support team regarding prospective pupils' additional needs
- Supporting the administration of the admissions process for pupils joining out of the 'typical' cycle
- Provide administrative support for the Scholarship assessment programme
- Support the organisation and running of Induction Days

- Ensure the waiting list is kept accurate and up to date
- Help ensure that paperwork for international pupils (sponsored) is complete and up to date and liaise with our partners to ensure compliance with UKVI regulations
- Support the department with general administration, including diary management, generating ad-hoc reports and meeting preparation
- Attend and support College events, including Open Mornings, Induction Days and Future Schools Evenings

Person Specification

- Exceptional interpersonal skills
- Proven administrative and organisational skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure, in an education, admissions or customer facing environment
- Excellent written communication skills (the ability to copy write and draft letters) with high standards of literacy and numeracy together with excellent spelling, punctuation and grammar
- Highly IT literate with a willingness to learn new software packages

Behaviours and competencies

- A 'can do' attitude with a problem-solving approach to new challenges
- Be proactive in matters relating to health and safety
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate commitment to diversity and inclusion practices
- Demonstrate a commitment to the values of LWC
- Discrete, with an awareness of data protection and confidentiality
- An excellent telephone manner
- Meticulous attention to detail

Key Stakeholders

- Admissions & Foundation Manager
- Director of Admissions and Marketing
- Headmaster
- Parents

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the College.



Lord Wandsworth College

A different kind of school for a wonderfully open world

Uncertainty is a gift to those with a wide perspective, an open mind and the space and the safety to explore. Our job is to widen students' worlds so nothing is beyond their grasp.

We've been 'widening worlds' since 1922, when LWC was founded by Sydney Stern (Lord Wandsworth) to support orphans. In those days, this widening of worlds was very much a response to the fact that orphans' worlds had contracted or collapsed very suddenly. The school expanded their opportunities, connecting them - via our vast acreage and farmland - with a path into agriculture.

These days, the future is far less known; vocations harder to predict. And so the need to widen worlds is more profound. We support and inspire students, around 700 of them, to be able to forge their own futures, each one more exciting and extraordinary than any goal they could have envisaged at the start. Wonderfully, our students' successes make our world bigger too.



Appointment process and how to apply

Please apply via our LWC website using our recruitment portal.

The closing date for applications is on 4th September 2026 with interviews taking place the week commencing 14th September 2026.

Should you wish to discuss the role in strict confidence please feel free to contact Victoria Morris, Admissions & Foundation Manager on morrisv@lordwandsworth.org.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1922.



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