

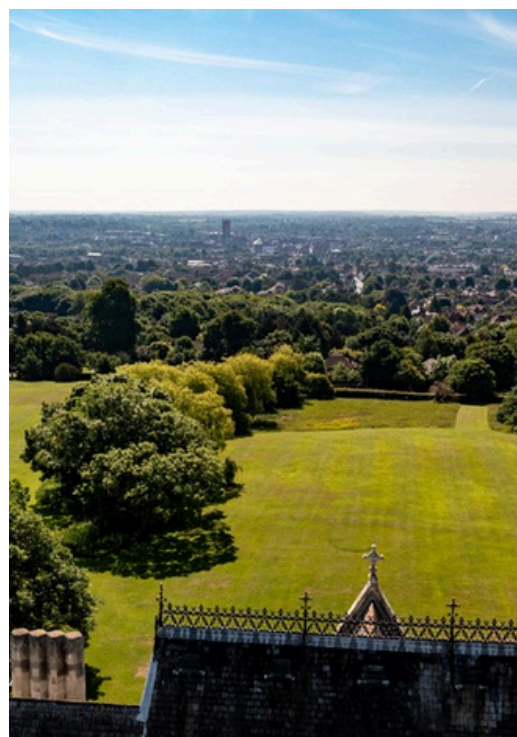


**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

ADMISSIONS COORDINATOR
PERMANENT, FULL TIME
SEPTEMBER 2026

[STEDMUNDS.ORG.UK](https://stedmunds.org.uk)



THE SCHOOL

OVERVIEW

We are a 3–18 independent co-educational day and boarding school that fosters a family atmosphere, values the individual, and offers a wide range of opportunities to pupils, whatever their interests or strengths. Set in a historic location overlooking the City of Canterbury, the school benefits from a diverse community of day and boarding pupils who contribute to a rich and inclusive environment. Academic achievement is supported alongside strong co-curricular involvement, and pupils are respectful, inclusive, and collaborative, helping to create a happy and cohesive school community. The School is located at the top of St Thomas Hill and enjoys impressive views over the city. The Junior and Senior Schools all share the same site.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to succeed.

Every pupil here is known and understood

The fact that we educate children from the age of 3 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Admissions Coordinator
TYPE OF POST	Full time (Permanent)
HOURS	37.5 hours per week
GRADE	Pay Range - £28,398 - £31,982
HOLIDAY	5 weeks

POST & DEPARTMENT

ABOUT US	St Edmund's School is a thriving independent day and boarding school for pupils aged 3–18 in Canterbury, Kent. We are committed to providing an outstanding experience for every prospective family, with a warm, professional and personalised approach throughout the admissions journey. The Admissions Coordinator plays a key role in supporting prospective families from initial enquiry through to enrolment, ensuring exceptional customer service and acting as a trusted point of contact at every stage.
ROLE	As Admissions Coordinator, you will play a key role in creating a positive first impression of St Edmund's School, delivering a warm, professional and personalised experience for prospective families, educational agents, guardians and visitors. Working closely with the Head of Admissions, you will coordinate the admissions journey from initial enquiry through to enrolment for pupils aged 3–18. You will manage the day-to-day administration of the admissions process, maintain accurate records and act as a trusted point of contact, ensuring every interaction reflects the School's values and commitment to exceptional customer service. This is a varied, customer-focused role requiring excellent organisational, communication and relationship-building skills. You will contribute to pupil recruitment by providing a seamless admissions experience while promoting the School's ethos, values and educational offering.

THE ROLE

KEY RESPONSIBILITIES

The Role:

- Manage the admissions journey for prospective families from initial enquiry through to enrolment, delivering a professional, welcoming and efficient service.
- Act as the first point of contact for admissions enquiries, building positive relationships with prospective families, educational agents and colleagues.
- Coordinate admissions activities, including visits, assessments, interviews, events and pupil transition arrangements, ensuring a seamless experience for prospective families.
- Support the planning and administration of the Admissions function, including maintaining schedules, preparing admissions documentation and ensuring the efficient day-to-day operation of the department.
- Work closely with the Head of Admissions, providing administrative support, regular updates and assisting with departmental priorities, particularly during periods of travel or remote working.
- Support the planning and administration of the Admissions function, coordinating departmental activities and providing proactive administrative support to ensure the efficient day-to-day operation of the department.
- Support scholarship and bursary processes, maintaining accurate records and ensuring timely communication throughout the admissions cycle.
- Promote the School through admissions and recruitment events, working collaboratively with colleagues to deliver an outstanding visitor experience.
- Foster a collaborative, proactive and customer-focused Admissions team, contributing to the continuous improvement of the department.

Customer Experience:

- Deliver exceptional customer service, building trusted relationships with prospective families, educational agents, guardians and other stakeholders throughout the admissions journey.
- Provide proactive, timely and personalised communication from initial enquiry to enrolment, ensuring prospective families receive accurate information, coordinated support and a seamless admissions experience.

THE ROLE

KEY RESPONSIBILITIES

Customer Experience:

- Deliver exceptional customer service, building trusted relationships with prospective families, educational agents, guardians and other stakeholders throughout the admissions journey.
- Provide proactive, timely and personalised communication from initial enquiry to enrolment, ensuring prospective families receive accurate information, coordinated support and a seamless admissions experience.

Admissions Systems and Data:

- Maintain accurate and up-to-date admissions records within the School's MIS (iSAMS), CRM and other admissions systems.
- Monitor and update applicant progress throughout the admissions journey, ensuring records are complete, accurate and support effective admissions management.
- Ensure all admissions records are maintained in accordance with UK GDPR, the School's data protection policies and agreed admissions procedures.

International Admissions & UKVI Support:

- Support the School's UKVI Student Sponsor responsibilities by assisting with international admissions, visa administration and compliance processes, ensuring accurate record keeping and timely escalation of any issues.

Admissions Events:

- Coordinate and support admissions and recruitment events, representing the School professionally and delivering an exceptional visitor experience. The role requires flexibility to work occasional evenings and weekends.

Admissions Marketing Support:

- Work collaboratively with the Marketing team to support admissions and recruitment activity, maintaining accurate admissions information and sharing insights to inform marketing initiatives and enhance the admissions experience.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	GCSE English and Mathematics (Grade 4/C or above), or equivalent.	Qualification in Customer Service, Business Administration, Marketing, Events Management, Hospitality, Communications or a related discipline.
SKILLS & EXPERIENCE	- Experience in a customer-facing administrative, coordination or relationship management role. - Excellent customer service and relationship-building skills. - Strong organisational and administrative skills, with the ability to manage multiple priorities and deadlines. - Experience using CRM/database systems and Microsoft Office, including Excel. - Excellent written, verbal and interpersonal communication skills. - High level of accuracy, attention to detail and confidentiality. - Ability to work proactively, use initiative and collaborate effectively within a team.	- Experience within admissions, education or the independent school sector. - Experience coordinating events, visits or multiple stakeholders. - Experience using school MIS or CRM systems (e.g. iSAMS). - Knowledge of independent school admissions, pupil recruitment and the wider education sector.
BEHAVIOURS	- Deliver an exceptional customer experience with warmth, professionalism and enthusiasm. - Build positive relationships through excellent communication, collaboration and teamwork. - Take ownership, use initiative and seek practical solutions. - Demonstrate excellent organisation, accuracy and attention to detail. - Adapt positively to changing priorities while remaining calm under pressure. - Act with integrity, discretion and professionalism when handling confidential information. - Champion and promote the values, ethos and reputation of St Edmund's School. - Be committed to safeguarding and promoting the welfare of children and young people.	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to permanent members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

We welcome applications from candidates with transferable skills and experience from outside the education sector. If you are passionate about delivering exceptional customer service, building strong relationships and creating outstanding experiences, we would love to hear from you.

The deadline for receipt of application **9.00am Tuesday 1st September 2026**. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

