Earlscliffe

Dukes EDUCATION

Admissions Officer

Candidate Information Pack

October 2026

Welcome to Earlscliffe

Dear Applicant,

Thank you for your interest in joining the Marketing and Admissions Team at Earlscliffe.

Choosing a school in another country is a significant decision for a family. Our team helps make that decision easier by providing clear information, responding thoughtfully and ensuring that every stage of the admissions process is handled with care.

The Admissions Officer plays an essential part in this experience. You will work with parents, students, educational agents and guardians from across the world, while coordinating the documentation and practical arrangements that turn an accepted place into a successful arrival.

This is a varied role within a small, collaborative team. It suits someone who enjoys building relationships, can manage several priorities at once and takes pride in completing tasks accurately and promptly. A warm response matters, but so does following through: keeping records current, anticipating what is needed next and ensuring that no important action is missed.

You will work closely with colleagues across the school and with our wider Dukes Education network. Your contribution will help new students feel informed and welcome, and give families confidence in Earlscliffe from the outset.

If you bring strong organisational skills, sound judgement and a commitment to excellent service, I would be pleased to hear from you.

With best wishes,

Julie Fish
Director of Marketing and Admissions
Earlscliffe

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About Earlscliffe and Dukes Education

Earlscliffe

Earlscliffe is an international sixth-form college in Folkestone, Kent, preparing students aged 15–19 for university and life beyond school. Our community brings together young people from across the world in a small, welcoming boarding environment.

Students benefit from small classes, personalised academic guidance and structured university preparation. Our TRaC™ approach — Test, Rank and Coach — uses regular testing and feedback to identify where support is needed and help students make progress.

Our English Language Centre of Excellence develops the language and communication skills students need for academic study. Alongside lessons, Sports, Culture and Service opportunities help students build confidence, independence and friendships.

Earlscliffe offers pathways including A-levels, pre-A-level, the Diploma in Business and Management, University Foundation and academic integration short courses. Its coastal location, close to Folkestone's town centre, the beach and the Creative Quarter, but only 54 minutes by train from central London, adds to the experience of studying and living here.

Dukes Education

Earlscliffe is part of Dukes Education, a family of schools and education organisations united by a shared commitment to helping young people build fulfilling futures through education.

Each school retains its own character and ethos. Being part of the wider family connects colleagues with educational expertise, professional networks and opportunities to learn from one another. Dukes also provides experiences beyond school through university application support, tuition and enrichment programmes.

The admissions experience

Our team connects the school with prospective families and partners around the world. Clear communication, accurate information and dependable follow-up help families make informed choices and prepare students for a confident start at Earlscliffe.

The role

- **Job title** Admissions Officer
- **Reports to** Director of Marketing and Admissions
- **Location** Earlscliffe, 29 Shorncliffe Road, Folkestone, Kent CT20 2NB
- **Salary and working arrangements** £28,000-£32,000 (depending on experience)
  Hours are 08:30-17:00, Full-time. Some weekend work will be required on arrival days.

Job Purpose

The Admissions Officer plays a central role in welcoming students and families from around the world and delivering a professional, personalised and efficient admissions experience.
Working within a small Marketing and Admissions Team, the postholder will coordinate the admissions journey from offer and acceptance through to arrival, supporting prospective students and families as required. They will build effective relationships with parents, educational agents and guardians, communicate clearly across different cultures and time zones, and ensure that every applicant receives timely guidance and support.
This is a varied, hands-on role combining international customer service, admissions administration, compliance coordination and practical preparation for student arrivals. The postholder must be able to manage several applications and competing priorities simultaneously, working promptly while maintaining accuracy, confidentiality and attention to detail.

Key Responsibilities

Admissions and Enrolment

- Coordinate admissions for Earlscliffe's academic programmes, including full-year, short-stay and academic integration courses
- Prepare and issue offer letters, acceptance documentation and joining forms, ensuring that information is accurate and documents are returned, completed and signed promptly.
- Maintain a clear overview of each applicant's progress, identifying outstanding documents, payments and decisions, and following up proactively.
- Liaise with the student recruitment team to ensure a smooth handover from recruitment to enrolment and consistent communication with families and agents.
- Work with the finance team to confirm deposits and fees, follow up outstanding payments and flag issues that could delay enrolment.
- Support prospective enquiries, school visits, entrance assessments and meetings as required.
- Provide timely updates to colleagues
- Liaise with the Dukes Education Immigration Team to provide students with a CAS.
- Attend scheduled student arrival days and support a welcoming, well-organised induction.

International Communication and Relationships

- Act as a reliable point of contact for students, parents, educational agents and guardians throughout the admissions process.
- Communicate in clear, accessible English, adapting explanations for families whose first language is not English and demonstrate cultural awareness and sensitivity when working with families and partners from different countries and backgrounds.
- Explain admissions requirements, deadlines and next steps clearly, anticipating questions and reducing unnecessary delays.
- Maintain professional relationships with educational agents and consultants, supporting a consistent and responsive service.

Student Records and Admissions Systems

- Maintain accurate, complete and up-to-date admissions records across Salesforce, Conga, iSAMS and relevant Google Workspace tools.
- Ensure that information transfers correctly between systems and that records reflect each student's current admissions and enrolment status.
- Record and update subject choices, boarding allocations, contact details, guardian information and other relevant student information.
- Process enrolments, changes to student details, rollovers and withdrawals promptly.
- Check records regularly, resolve discrepancies and ensure that essential information is available to authorised colleagues when needed.
- Handle personal and sensitive information securely and in accordance with Earlscliffe's data protection procedures.

Compliance and Visa Coordination

- Support the accurate and timely completion of admissions compliance checks, working closely with the Dukes Education Immigration Team and relevant school colleagues.
- Gather and check the documentation required for visa and sponsorship processes.
- Coordinate requests for Confirmation of Acceptance for Studies (CAS), ensuring that the required checks, approvals and payment confirmations are complete.
- Undertake and record Right to Study and passport checks for all students in accordance with the school's procedures.
- Collect and verify guardian information and supporting documentation in line with school procedures.
- Notify the Dukes Education Immigration Team promptly of withdrawals or other relevant changes to a student's circumstances, keeping a clear record of any actions taken.
- Coordinate educational agent due diligence and collaboration agreements, tracking outstanding information, signatures and renewals.

Arrival, Boarding and School Coordination

- Maintain required records of student travel, arrival and departure information, as well as proof of entry documentation on arrival for each student.
- Work with the Deputy Head and boarding team to support accommodation allocations and communicate relevant student requirements.
- Ensure that academic, boarding, pastoral and reception colleagues receive the information they need to prepare for each student's arrival.
- Identify missing information or unresolved arrangements early and follow through to completion.
- Support families with practical questions about joining Earlscliffe, helping students feel informed, prepared and welcome.

Team Support and Process Improvement

- Manage daily priorities effectively, balancing urgent enquiries and arrivals with ongoing administrative work.
- Contribute to prospective student meetings by providing accurate updates on applications, outstanding actions and potential obstacles to enrolment.
- Produce admissions reports and summaries to support planning, recruitment activity and decision-making.
- Share recurring questions, family feedback and admissions insights with the recruitment and marketing teams.
- Identify practical improvements that reduce duplication, improve response times and strengthen the applicant experience.
- Support colleagues and provide cover within the team as required.
- Complete mandatory safeguarding, compliance and professional development training.
- Undertake other reasonable duties appropriate to the role, as agreed with the Director of Marketing and Admissions.

Person Specification

Essential

- Degree or equivalent relevant professional experience.
- Experience in administration, admissions or customer service, with responsibility for accurate records and client communication.
- Strong organisation, attention to detail and ability to manage competing priorities efficiently.
- Confident using databases, Microsoft Office and Google Workspace.
- Excellent English and professional communication skills, with sensitivity to international families.
- Proactive, accountable and calm under pressure, with sound judgement and a collaborative approach.
- Discretion when handling confidential information.
- Flexibility during peak admissions periods and arrival days.
- Commitment to continuous improvement, safeguarding and student welfare.

Desirable

- Admissions experience in an international boarding school or sixth-form college.
- Familiarity with Salesforce, Conga and/or iSAMS.
- Experience with student visa administration and international agents, parents or guardians.
- Understanding of UK secondary and sixth-form education.
- An additional language

Employment package

Salary: £28,000 - £32,000 (depending on experience)
Annual leave: 30 days plus statutory bank holidays
Pension: SMART Pension - You will be eligible to participate in the organisation's pension scheme which will be funded 3% by the employer and 5% by the employee.
Additional benefits: Westfield Medical Cash Plan, Cycle to Work, Employee Assistance Programme. Dukes Education offers many training courses which are accessible for Earlscliffe employees.

How to apply

Please complete the **Earlscliffe staff application form** and provide a supporting statement explaining how your experience and skills meet the person specification. Include a full employment history, explain any gaps and provide the referee details requested on the form.
A CV may accompany your application but does not replace the application form.
Submit applications to Yemina Hone, People Advisor. hr@earlscliffe.co.uk
Closing date: 29 October 2026
Interview date: 03 November 2026
Start date: ASAP upon satisfactory Safer Recruitment checks.

For an informal enquiry about the role, contact the school using the details on the final page and ask for the Director of Marketing and Admissions. Please let us know if you require any reasonable adjustments during the recruitment process.

Safeguarding and safer recruitment

Earlscliffe is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Admissions Officer must follow safeguarding procedures, maintain appropriate professional boundaries and report concerns promptly to the Designated Safeguarding Lead.

Appointment is subject to satisfactory safer recruitment checks, including identity, references, right to work and an enhanced DBS check, with a children's barred list check where the role is eligible. Additional checks may be required for applicants who have lived or worked overseas.

Shortlisted candidates may be subject to online searches as part of recruitment due diligence. Safeguarding and suitability to work with children will be explored at interview. The successful candidate will complete safeguarding induction and ongoing training and follow the current Keeping Children Safe in Education guidance and school policies.
School policies: www.earlscliffe.co.uk/about-earlscliffe/policies/

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How to contact Earlscliffe

For an informal discussion about the Admissions Officer role, please contact the school and ask for Julie Fish, Director of Marketing and Admissions.

School address: Earlscliffe, 29 Shorncliffe Road, Folkestone, Kent CT20 2NB, United Kingdom
Telephone: +44 (0)1303 253951
Email: admissions@earlscliffe.co.uk
Website: www.earlscliffe.co.uk