JOB DESCRIPTION – Admissions Officer, International College

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Admissions Officer, International College
Purpose of Role	To support the Head of Admissions, International College, in their role to provide a first-class service to prospective International College students, ensuring that they receive professional advice and support throughout the recruitment and admissions process, contributing to an increase in student enrolment.
Reporting Structure	This post reports to the Head of Admissions, International College.

Key Responsibilities	• Undertakes the admissions process for International College programmes during the academic year, and also adult Summer school, from initial enquiry to enrolment, including:
	  ○ Issuing visa letters, and ensuring that all information and records regarding such applications are stored according to UKVI guidelines, and readily available for inspection, and maintaining an up-to-date awareness of procedures
	  ○ Creating, updating, and maintaining accurate and timely applicant records in Salesforce (CRM)
	  ○ The organisation of 1:1s, both online, and occasionally in person
	  ○ Updating teaching grid for Director of Studies - ELT
	  ○ Producing and checking invoices, taking registration fees, deposits, and other payments online or in person or via telephone by credit card
	  ○ Liaising with the Bursary regarding credit control, refunds, and the status of client accounts, reconciling credit card transactions
	• Promptly deals with numerous admissions enquiries via e-mail, online application, telephone, WhatsApp and in person, and regularly follows up such enquiries by the best method available
	• Makes accommodation reservations for students for academic year and Summer adult English language programmes and ensures best utilisation of bed spaces, makes hotel reservations for Group Leaders when necessary
	• Conducts tours of the International College for potential and existing applicants, parents, and agents
	• Sends out English language tests and requests for additional information when necessary
	• Builds and maintains excellent external and internal levels of interaction and relationships and promotes the International College to all enquirers and applicants, agents and other educational institutions
	• Produces written correspondence and sends out relevant brochures and links to on-line application forms in response to requests, under the guidance of the Head of Admissions, International College
	• Updates lists of How Heard? and Feeder Schools for strategic marketing purposes, and maintains data concerning subject choices and student selections on a spreadsheet, re-issues certificates and reports as required
	• Welcomes new students, especially on Arrival Days, according to a rota, and participates in occasional College events held during the evenings or at weekends
	• Provides some cover for the International College Admissions, during periods of leave or other absence
	
	While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically

	identified. The Admissions Officer, International College, may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the Head of Admissions, International College.
PERSON SPECIFICIATION The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience	
Education and qualifications	• Educated to degree standard, or equivalent, and/or experience in further or higher education, or English Language Teaching (E)
Knowledge, skills, and experience	• Experience using the full suite of Microsoft Office products, including Outlook, Word, Excel, Teams, PowerPoint (E) • Good numeracy skills and ability to issue accurate invoices (E) • Experience using databases and/or CRMs (D) • Experience of admissions and/or sales (D) • Experience working in a multi-cultural environment, or with international students (D)
Personal skills and attributes	• An excellent level of written and spoken professional English, with the ability to tailor responses to different audiences (E) • A helpful, professional, and courteous telephone manner, with the desire to make follow up calls when appropriate (E) • A proven ability to juggle multiple demands, to prioritise and manage competing deadlines, and remain calm under pressure (E) • Strong organisational skills and an ability to use one's own initiative (E) • Excellent attention to detail (E) • Acts with tact and diplomacy, works well with multiple teams (E) • Able and willing to occasionally work flexible hours, including evenings and weekends (E) • A commitment to safeguarding our students in line with the College's safeguarding policies (E)
TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent contract starting as soon as possible
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	35 hours per week, Monday to Friday between 8.30am and 6.30pm, hours to be agreed with the line manager. However, the nature of the role is such that on occasion, work will be required outside these hours to fulfil the role and may sometimes include evening and weekend work, for which time off in lieu may be taken by prior arrangement with the line manager.
Probationary Period	Three months
Notice Period	One month
Salary / Pay	Salary range from £29,000 to £32,000 per annum. The salary will be reviewed annually with any increase normally taking effect on 1st September each year.
Holidays	The holiday year is 1st September to 31st August. The Admissions Officer, International College, will be entitled to 26 days holiday per annum (of which 4 days must be taken between Christmas and New Year when the College is closed) plus bank/public holidays.

	Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Other Benefits	• A free meal is provided in the College dining room on working days and when students are in residence • Season ticket loan • Life Assurance • Subsidised gym membership • Cycle to work scheme • Employee Assistance programme
REFERENCES AND PRE-EMPLOYMENT CHECKS *St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.* *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.*	
References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police and DBS checks	Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/ prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/ib-staff-vacancies-portal CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL

Contact us	Email: recruitment@stclares.ac.uk Telephone: 01865 552031
Deadline for applications	This role will close at 12am on Wednesday 4th November 2026 Interviews will be held in person 11 & 12 November 2026. Earlier applications are welcomed, and the College reserves the right to shortlist and conduct interviews when a suitable field is available.