



WESTONBIRT  
SCHOOL

# ADMISSIONS ASSISTANT

- CANDIDATE PACK -



# WELCOME FROM DINA POROVIC

A very warm welcome to Westonbirt!

We are so much more than a school. We are driven by an unshakeable commitment to enabling young people to flourish and thrive in all aspects of their lives. We believe in nurturing individuals who grow up knowing their own worth and the positive impact that they can make. We are guided by a deep belief in the endless potential of every child, which underpins our pursuit of excellence and the high expectations that we have of them.

We model for our pupils a collective lifelong commitment to learning. We are ambitious for and on behalf of them. Intellectual curiosity and an appreciation of the beauty and fragility of this world underpin the approach we take to ensure that the experience of learning is relevant and inspiring. Set within an extraordinary natural environment, Westonbirt offers space to think and to create. This freedom allows pupils to challenge themselves without fear, understanding that growth comes not from the pursuit of perfection, but from effort, reflection and resilience. Individuality is celebrated and pupils develop confidence that is grounded and authentic.

Life at Westonbirt extends far beyond the classroom. Whether through sport, music, drama or creative pursuits, whether leading or learning a new skill, pupils are encouraged to push beyond known horizons and challenge their pre-conceived limitations. They are supported by exceptional staff who are invested in ensuring every child is known, valued and guided to become the very best version of themselves and to experience success.

We believe that young people develop most fully when they feel cared for, safe and understood. A cornerstone of our pastoral provision is boarding, which sits at the very heart of school life and provides the opportunity to live, learn and grow up in an environment that is dynamic, nurturing and inclusive.

Westonbirt is a community bound by shared values and a fierce sense of loyalty. We aim to develop young people who are compassionate and courageous, ready not only for university or the next stage of their education, but for exciting, fulfilling and productive lives well beyond their school years. While we are proud of the outcomes our pupils achieve, we measure our success by the stories they create and the good they go on to do in the world.

If our vision and commitment to young people inspires and excites you then I very much hope that you will consider applying. A warm welcome in the most beautiful setting awaits you!



Dina Porovic  
Head



## THE OPPORTUNITY

The Admissions Assistant will provide a first-class service to prospective parents and others who are enquiring about admission to Westonbirt Senior School and will provide administrative support to the entire team, as directed by the Head of Admissions, to ensure the smooth running of the department.



# JOB DESCRIPTION

- As the first point of contact and trusted guide for prospective families, deliver personalised, professional communication throughout the admissions journey. Develop genuine connections with parents and pupils, understanding their individual needs and aspirations
- Coordinate bespoke school tours that showcase our strengths and unique offerings, tailored to each family's specific interests
- Ensure a seamless and positive experience through the complete admissions process from initial enquiry to onboarding
- Respond promptly and professionally to all enquiries, demonstrating excellent telephone manner and written communication. Provide clear, helpful explanations of admissions processes and procedures, making families feel supported at every stage
- Prepare for and support the delivery of admissions events including Open Days, taster days, assessment days, and induction events
- Accurately maintain and update our school database (iSAMS) with meticulous attention to detail
- Keep all records current and organised within our digital filing system. Support with upkeep of admissions spreadsheets and documentation with precision, ensuring deadlines are consistently met, safeguarding sensitive data and documents in full compliance with GDPR regulations
- Ensure all administrative processes run smoothly to support the wider Admissions team



## PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- Professional administrative experience.
- To be effective and efficient in processing data through the use of Excel, Word, iSams, mail-merge and information management systems.
- Excellent organisational skills with the ability to multitask and work well under pressure.
- A high standard of personal presentation.
- Ability to develop and maintain record keeping systems
- Experience in working within a school environment is preferable but not essential.
- Excellent customer service skills, with the ability to quickly build relationships and communicate well.
- Good telephone manner.
- Willingness to learn new tasks with flexibility of approach and a positive attitude.
- Excellent verbal and written English skills, an eye for detail.
- A proactive worker, who is able to work independently as well as part of a larger team.



# HOURS, SALARY & BENEFITS

Hours: This is a full time, permanent role.

Salary: Dependent on experience

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complimentary lunch where possible
- Pro rata holiday + bank holidays pa
- Access to the groups counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- On site parking

**Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.**

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you need any adjustment for the application or interview process please contact:

**[michelle.andrews@westonbirtschool.uk](mailto: michelle.andrews@westonbirtschool.uk)**

# APPLICATION & KEY INFO

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at

**[michelle.andrews@westonbirtschool.uk](mailto: michelle.andrews@westonbirtschool.uk)**

The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 12pm on 22nd February.



## WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)



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## WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit:  
[www.wishford.co.uk](http://www.wishford.co.uk)

