Marymount
INTERNATIONAL SCHOOL LONDON

Candidate Information Pack



Admissions Officer

(Full time, full year)

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www.marymountlondon.com
Registered Charity No: 1117786 Registered Company No: 5325717

Marymount
INTERNATIONAL SCHOOL LONDON

About the School

Marymount International School, London, is an independent, Catholic, day and boarding, IB school for girls ages 11-18. We welcome bright, curious and motivated students from many different cultures and backgrounds, and we are proud to be the first all-girls' school in the UK to offer the International Baccalaureate programme, positioning ourselves as a leading school that consistently achieves excellent results.

At Marymount students learn in a supportive and inclusive environment, where they are encouraged to grow with confidence – academically, personally and socially. Our seven-acre campus, just twelve miles from central London, offers a peaceful and inspiring place for both students and staff to learn, teach, and collaborate.

We value who our students are just as much as what they study. Whether exploring ideas in our STEAM Hub, debating in class, performing on stage, or learning a new language, our students are encouraged to develop curiosity, creativity, critical thinking and teamwork. With over 40 nationalities represented, Marymount is a diverse and internationally-minded community, where different perspectives are welcomed and celebrated.

As part of a global network of 21 RSHM schools, we benefit from shared projects, exchanges and festivals, which further daily life at Marymount.

Our holistic approach to education helps student to thrive in every area of school life and prepares them for success beyond Marymount. Our graduates go on to excellent universities around the world, as global citizens prepared to contribute positively and make a difference in the world.

Marymount International School is a friendly and happy school where staff are valued and enjoy a professional and supportive working environment. Staff development is a high priority and there are many opportunities for CPD.



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ABOUT THE ROLE

We are seeking a highly organized, personable, and proactive **Admissions Officer** to join our Admissions and Communications Department.

The Admissions Officer plays a key role in delivering an outstanding admissions experience for prospective families, supporting the recruitment and enrolment of students from both the UK and overseas. The successful candidate will provide efficient administrative and operational support throughout the admissions process, ensuring a high level of customer service, timely communication, and accurate record keeping.

Working closely with the Head of Admissions & Communications and the Admissions Manager, the Admissions Officer will help manage enquiries, applications, assessments, interviews, visits, offers, and enrolment activities, while acting as a positive ambassador for Marymount International School London.

Marymount International School London is a friendly and happy school where staff are valued. There is a professional and supportive working environment with many opportunities for CPD. This is a full-time, all year-round position. The normal hours of work will be from 8am to 5pm, Monday to Friday inclusive with a 45-minute unpaid lunch break each day and at such further times and for such periods as are necessary for the proper performance of duties. A degree of flexibility will be required for this role.

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. **The post is subject to an Enhanced DBS check and full safer recruitment checks including satisfactory references and social media check.**

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.

MAIN DUTIES AND RESPONSIBILITIES

1. **Admissions Administration**

- Support the delivery of an effective, responsive, and efficient admissions service.
- Manage telephone, email, and online enquiries from prospective families, educational consultants, and agents in a professional and timely manner.
- Process applications and maintain accurate applicant records within the school's admissions systems.
- Conduct application checks, including age requirements, academic documentation, English language proficiency, and visa or immigration-related documentation where applicable.
- Co-ordinate admissions assessments, interviews, student visits, and family tours.
- Issue admissions assessments and oversee the receipt of supporting documentation.
- Prepare and issue offer letters, enrolment agreements, and confirmation documentation.

- Monitor and actively follow up on applicants throughout the admissions pipeline to support enrolment targets.
- Support Scholarship and Bursary administration, maintaining confidentiality and discretion at all times.
- Respond to enquiries regarding application status and progression.
- Co-ordinate new pupil lists, joining information and on-boarding communications; maintain admissions tasks lists and ensure all required forms have been completed and disseminated to appropriate staff/ departments.
- Liaise with academic, pastoral, boarding, finance and other colleagues to ensure a smooth and well-organised transition for enrolled students.
- Support the administration of the School's short term immersion programmes.

2. International Admissions Support

- Provide guidance to international applicants and their families regarding the admissions process.
- Liaise with educational consultants, agents, relocation specialists, and international families.
- Support the collection and verification of documentation required for international student admissions.
- Assist families with understanding visa, residency, and student entry requirements, referring complex cases as appropriate.
- Co-ordinate admissions activity across different time zones and communication channels.

3. Customer Service & Relationship Management

- Deliver a highly professional, welcoming, and customer-focused experience to all prospective families.
- Act as an ambassador for the school's mission, values, and educational offering.
- Build positive relationships with prospective parents, students, agents, and key stakeholders.
- Provide clear advice and guidance regarding admissions procedures, deadlines, and requirements.
- Support admissions events including Open Mornings, Assessment Days, virtual information sessions, and individual family visits.

4. Data Management & Compliance

- Maintain accurate and up-to-date records in accordance with school policies and data protection requirements.
- Ensure compliance with safeguarding, GDPR, and admissions procedures.
- Produce admissions reports and pipeline data as required.
- Contribute to achieving agreed service standards, response times, and admissions conversion targets.

5. General

- Attendance and support key School events including wider admissions and marketing activities where required. This may involve occasional evening and weekend work.
- Participate in school events and promotional activities that support student recruitment.
- Undertake other duties reasonably requested by the Headmistress, Head of Admissions & Communications or the Bursar
- As part of the Administration Team, provide support during peak periods or staff absence, including Reception cover.

SAFEGAURDING

The successful candidate would be expected to:

- be highly committed to safeguarding and promoting the welfare of children and young people.
- be knowledgeable about child protection procedures and reporting protocols.
- be able to create safe, supportive, and respectful learning environments for all students.
- model professional conduct to prevent misunderstandings or misinterpretations.
- attend all required safeguarding training and adheres to the School's safeguarding policies.

MISSION & ETHOS

The successful candidate will demonstrate:

- a strong alignment with the mission, vision, and values of Marymount International School.
- dedication to academic excellence within a holistic educational framework.
- support for the Catholic ethos and RSHM values of the school.
- genuine commitment to student wellbeing, character development, and community engagement.
- a willingness to contribute actively to the spiritual, co-curricular, and pastoral life of the school.

The Person

Essential Qualifications & Experience

- Educated to degree level or equivalent
- Experience in an admissions, customer service, sales support, administrative, or student recruitment role.
- Experience managing multiple enquiries and administrative processes simultaneously.
- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Experience using CRM or database systems.
- High level of proficiency in Microsoft Office applications.

Essential Skills & Attributes

- Outstanding customer service skills.
- Strong interpersonal and relationship-building skills.
- Ability to communicate confidently with families from diverse cultural backgrounds.

- Ability to prioritise workload and meet deadlines.
- Professional, discreet, and diplomatic approach.
- Excellent accuracy and attention to detail.
- Collaborative team player with a proactive mindset.

Desirable

- Previous experience within an independent school or international school admissions environment.
- Knowledge of international education and boarding school admissions.
- Experience working with international families, agents, or relocation companies.
- Additional language skills.
- Familiarity with admissions MIS/ CRM systems

HOW TO APPLY:

To apply, candidates should complete the School Application Forms together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: Monday 30 November 2026

Interviews: week beginning 7 Dec (or earlier)

Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date

Salary: Competitive – Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: January 2027

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