

A black and white photograph of three students in school uniforms walking outdoors. On the left, a boy in a suit and tie with a backpack. In the middle, a boy in a suit and glasses. On the right, a girl in a blazer and plaid skirt. They are all smiling and looking towards the camera. The background shows trees and a building.

JOB DESCRIPTION

ADMISSIONS ASSISTANT

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as Admissions Assistant.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 380 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We have an exciting opportunity for an experienced administrator, with excellent interpersonal and customer service skills, to join our Marketing and Admissions Team.

The Marketing and Admissions Team currently comprises the Head of Marketing and Admissions, the Registrar and the Digital Marketing & Admissions Assistant. The department is the first point of contact for all parents and pupils looking to join Luckley. It is a very busy office where no two days are the same!

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

Mrs Areti Bizior
Headmistress



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.



The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School is at its full capacity of 380 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Admissions Assistant

JOB PURPOSE: Primarily responsible for administrative support for the admissions process

ACCOUNTABILITY: To the Head of Marketing and Admissions

TO START: September 2025

TERMS: Part time, permanent.

HOURS: 20 hours per week, 52 weeks per year.

The hours can be worked over 3 days per week; Wednesday and Friday and one other day of your choice, or 4 hours per day, 5 days per week.

(The role also involves some evening and weekend work to support events.)

SALARY: £18,685 per annum (£32,698 FTE)

CLOSING DATE: Monday 12 May 2025 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

MAIN RESPONSIBILITIES

The Admissions Assistant will provide administrative assistance to the Admissions team supporting the applications process to ensure a swift and efficient admissions journey for prospective students.

Admissions Process

1. Administering all enquiries that come in via the website, including Prospectus requests and visit bookings.
2. Following up on enquiries and visits to move prospective families on to the next milestone in the admission process.
3. Maintaining the SIMS Admissions database and managing pupil and parent data.
4. Managing the reference process for applicants.
5. Managing safeguarding checks with feeder schools.
6. Managing the leavers process, including checking destinations with schools and LEA letters.
7. Producing Attendance and Admissions registers.
8. Producing admissions reports for the Head of Marketing and Admissions.
9. Removing past pupil files as per data policies.
10. Maintaining joining paperwork on My School Portal.
11. Working with the Registrar to create and manage timetables for entrance exams, interviews and scholarship assessments.
12. Administering the annual CENSUS.
13. Working with the Head of Boarding and Bursar to ensure compliance with UKVI.



Marketing

1. Working closely with the Head of Marketing and Admissions in ensuring the School is marketed appropriately for all matters relating to admissions.
2. Supporting the Head of Marketing and Admissions with key marketing events, such as open events and taster days.

General

Anything that is reasonably requested in relation to the work of the Marketing Department. The role involves some evening and weekend work, for example school fairs which frequently take place during the evening.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
A solid educational background, at least up to A level or equivalent.	✓	
Educated to degree level or an equivalent professional qualification.		✓
SKILLS/DISPOSITION		
A confident and assured communicator, both in written and verbal forms.	✓	
Excellent interpersonal and customer service skills.	✓	
Highly organised and efficient with the ability to work to tight deadlines.	✓	
Proficient in the use of MS Office.	✓	
Able to work accurately with a strong attention to detail.	✓	
PERSONAL QUALITIES/ATTRIBUTES		
Able to work well both independently and as part of a team.	✓	
A flexible approach to working hours and duties.	✓	
Discreet and able to maintain confidentiality.	✓	
EXPERIENCE		
Experience of working in a busy office or customer service environment.	✓	
Experience of working in a school environment.		✓
Experience of working with admissions and/or data.		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

STAFF BENEFITS



PLACE OF WORK
Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



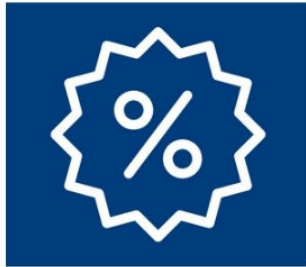
GYM
Free use of the School gym.



**EMPLOYEE ASSISTANCE
PROGRAMME**
Confidential independent
support service for all staff.



PARKING
Free on-site parking.



FEE REMISSION
Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME
Contributory pension scheme
through APTIS with generous
employer's contribution



DEATH IN SERVICE
If an employee dies while in
service, a lump sum of four
times their salary is paid.



**ELECTRIC CHARGING
POINTS**
These are located on-site in
designated parking bays.



STAFF SOCIALS
The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING
The School holds an annual
well-being afternoon.



HEALTH CENTRE
All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE
All staff are entitled to one
free flu vaccine every year.



**PROFESSIONAL
DEVELOPMENT**
The School has a dedicated
training budget for all staff.



HALF-TERM HERO
Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS
Free lunches and
refreshments during term
time.

HOW TO APPLY

For further details please contact please contact HR on
0118 974 3207 or 0118 974 3223 or via email
Recruitment@luckleyhouseschool.org

An application form is available on the School's website
(www.luckleyhouseschool.org)

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Luckley
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