

**Job Title** Admissions Administrator

**Reports to** Director of Admissions

### **Job Purpose**

To assist the Director of Admissions in overseeing all the administrative support functions, including IT functions, used by the Admissions team when handling the complex Admissions processes.

### **Key Tasks and Responsibilities**

- Dealing with requests for prospectuses and registration forms;
- Processing registration forms and payments;
- Setting up and maintaining paper and electronic records for applicants;
- Liaising with preparatory and primary schools concerning applicants;
- Administering 'call-up' of applicants for assessment process;
- Assisting with remote testing process;
- Updating and maintaining database;
- Assisting with campus tours, assessments, and examinations;
- General correspondence and office duties;
- Collecting and collating statistical information;

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood.
- Understand and comply with procedures and legislation relating to confidentiality.
- Display a commitment to and promotion of equality, diversity, and inclusion.

### **Skills and Competencies Required**

To be successful in this role, the incumbent should have:

- Previous experience working in a busy and changing administrative environment and juggling competing priorities;
- Good working knowledge of Microsoft Office, Word, Excel, and Outlook;

Last Updated: July 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time, and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Excellent communication skills – both written and verbal;
- Experience of updating and maintaining databases would be highly advantageous;

You may enjoy this role if:

- You are proactive and positive with a 'can-do' attitude;
- You have a flexible approach to work assisting with a fast changing and varied workload;
- You are able to maintain confidentiality and professionalism at all times and GDPR conscious;
- You enjoy working as part of a team;
- You are a confident communicator with good customer service skills and enjoy liaising with a wide variety of people;
- You have demonstrable accuracy and attention to detail;
- You are able to organise and prioritise own workload and use your initiative and work autonomously on day-to-day enquiries.

### **Working Pattern**

- Your working hours will be 35 hours per week, Monday – Friday, with an unpaid hour for lunch.
- You will be working 52 weeks per year.
- You will be entitled to 21 days holiday.

### **Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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