

Admissions Assistant - Parent Communication Prep School

The Admissions Assistant is a new role that will support the work of the Admissions Manager at the Prep School. The Assistant role will be varied and dynamic with each day presenting opportunities to develop new skills and be part of an essential area of school life. Our community of pupils, parents, Old Brentwoods and staff is at the heart of all our decisions, ensuring we build an ethos of respect and meaningful partnerships. The Admissions Assistant is a core part of building that community through high quality communication with prospective and current parents. This journey begins from the moment parents start considering the school for their child, right through to transitioning into the Senior School, whether they are multigenerational Old Brentwoods or entirely new to the school. We are proud of our diverse community and are excited at how this continues to develop. As part of an experienced admissions team that works across Brentwood School (ages 3–18), this is a brilliant opportunity for a dedicated and proactive individual that enjoys crafting clear and compelling communications, organising events, overseeing processes and interacting with a range of people on a daily basis, including our wonderful pupils.

Following a significant investment in infrastructure in 2020, Brentwood Prep continues to balance a strong respect for its historic values with a forward-thinking educational approach. This was most recently marked by the implementation of the International Baccalaureate Primary Years Programme (PYP) in 2024.

We operate a “First Teams” approach where we take shared responsibility for each others’ domains and openly learn from each other. In particular the Admissions Team and the Marketing & Communications Team often tackle tasks jointly, and this role will be in frequent collaboration with the Marketing and Communications Officer at the Prep.

Job Purpose

The Admissions Assistant, under direction from the Admissions Manager will be involved in the entire admissions process from initial enquiries to enrolment, ensuring a smooth and positive experience for all prospective families while promoting the school and meeting enrolment targets. The Admissions Assistant will also support the Admissions Manager’s work with the Senior School Admissions Team in the transition of Brentwood Prep pupils in Year 6 to our Senior School in Year 7.

The Admissions Assistant will also take an active role in ensuring positive relationships with current parents through clear and timely communications via our School Post system and in curating the school calendar which includes parent events. By ensuring a consistent communication style is adhered to and that communications follow a simple set of principles, parents feel included and valued.

Hours

Term Time, including inset days. 8.30am–4.30pm Monday to Friday

Report to

Admissions Manager – Prep

Contacts

Prep Senior Leadership Team, Finance Director, Director of Early Years, Director of Timetabling and Assessment, Director of Learning Support and SENDCo, Head of Admissions, Senior School Admissions Team, Prep HoYs, Compliance Officer, Marketing & Communications Officer (Prep), Prep Admin Team.

Key Responsibilities & Accountabilities

The range of this role is fundamental to maintaining the number of pupils at the Prep School and only the key elements are outlined below. All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility.

Responsibilities

Admissions

- Representing the school to prospective families, showing a strong understanding of the School’s Values, history and progressive approach to curriculum and pupil wellbeing
- Build positive relationships with prospective families through timely, polite communications in person, on the phone and via email

Apply now →



- Attending the annual admissions events outside of the normal working hours, this includes (but not exclusively) the June Saturday Open Morning, Foundation Prospective Parents information evening and Year 5 Pathway to the Senior School information evening
- Deliver school tours to prospective families
- Contribute to the transfer of Year 6 to Year 7 at Brentwood Senior School through setting up OpenApply profiles, curating communications and responding to queries
- Contribute to the establishing each year of the admissions calendar in agreement with the Admissions Manager – Prep and Head of Prep
- Coordinate with stakeholders the implementation of admissions events and processes within the admission calendar
- Contribute to ongoing adaptations and enhancements to the admission process, ensuring the process remains fully compliant
- Work alongside the Admissions Manager – Prep to maintain a stable pupil role by monitoring leavers and managing the registration list to ensure oversight of potential joiners
- Support as required and when delegated to by the Admissions Manager – Prep, queries regarding parent-school contracts and financial arrangements

Current Parent Communication

- Oversee the maintenance of the annual Prep School calendar by ensuring that dates and details correspond across the 3 key platforms – the annual calendar Google Sheet, SOC's and the Prep Planner in Google Calendar. Training on all platforms will be provided
- Where there are inaccuracies or missing details in the calendars, seeking the required clarity from relevant staff and carrying out updates
- Oversee the schedule of SchoolPost emails to parents, ensuring relevant staff keep to the identified timeframes for communicating information to parents. Training on SchoolPost will be provided
- Ensuring SchoolPost emails adhere to school communication guidelines
- On occasion, and as delegated to by the Prep Marketing and Communications Officer, taking photographs of school events to be later shared on our social media platforms or directly to relevant parents

There will be opportunities, as desired by the incumbent, to learn more marketing skills such as marketing events and producing blog posts.

Prep Office Team

The nature of the Prep Office Team is one of mutual support and camaraderie. All members step-in as needed to support large events, times of heavier workload, absences and higher-stake needs. All members of the Prep Office cover the Reception Desk on an ad hoc basis when the Receptionist is needed elsewhere.

Personal Specification

- Display discretion and a dignified approach to interactions with all people
- Be a confident communicator (both orally and in writing) and able to collaborate with all members of the school community
- Have an approach to work that is flexible and enthusiastic
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children
- Be a familiar face in the school community, approachable, responsive and visible.
- Possess a sense of humour and proportion.

Experience and skills

- Strong administrative and organisational skills
- Strong IT skills. All platform specific training will be provided.
- Can demonstrate the ability to work independently, use initiative and prioritise workload.
- First point of contact (FPOC) customer experience is desirable.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

- Ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To be aware of the medical and SEND needs of the students in your care and contact the school nurses or Learning Support Department if you have questions;

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.

Apply now →

- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.



Brentwood School

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

Apply now →