HEATHERMOUNT SCHOOL

Admissions Enquiries Administrator

Start Date: ASAP

Actual Salary £13,210, Up to 20 hours per week across 3 days. Flexible hours

Term time, 39 weeks

We are seeking a proactive and committed individual to work alongside our Admissions Lead and Admissions Manager, delivering high-quality administrative tasks to the school. The role requires someone with solid administrative skills, who can assist the school with the admissions process as well as student data.

We are looking for someone with the following attributes:

- A keen eye for detail;
- A methodical and diligent approach;
- Ability to articulate and communicate, both verbally and in writing to a wide range of individuals;
- Ability to work to deadlines/under pressure;
- Good communication skills;
- Ability to engage empathetically with families;
- A team player;
- Positive and engaging attitude.

A knowledge of school terminology would be advantageous, as well as an understanding of autism, although not essential as training will be provided.

This role involves:

- Administrative support for the admissions process
- Maintaining spreadsheets/platforms and archive of consultations
- Direct initial contact with families
- Supporting open events

Heathermount School is a day school providing an all-round education to meet the needs of students from the ages of 5-18 who have SEND with a primary diagnosis of Autism. We are well resourced and have excellent facilities set in 14 acres of land. Classes are small, and staff training is comprehensive.

We work hard to achieve the best possible outcome for our students and parents. The rewards are tremendous if you are motivated by improving the life chances of young people and want to have a positive impact on their family life and future development.

The school had an “Outstanding” Ofsted inspection in October 2024 and in December 2024 was awarded with the Leading Parent Partnership Award and the Wellbeing Award for Schools.

We are a forward looking and ambitious school with a passion for making a difference to the lives and education of our young people and our hard working, talented staff.

Why work for us:

- A chance for you to be creative and have an impact on the learning of our students.
- To work alongside a friendly and passionate team of professionals.

- We provide a comprehensive CPD programme to aid you in developing your career further.
- The chance to work in a school that received an “Outstanding” Ofsted inspection in October 2024.
- To work in a setting that achieved LPPA and WASSP Accreditation in October 2024 and Advanced Autism Accreditation in July 2021.
- A competitive salary and contributions to your pension
- To work in a setting with a strong focus on staff wellbeing.

Benefits included:

- Performance related bonus
- Life Insurance cover @ 2 x your basic salary
- Subsidised lunches and free end of term breakfasts
- Employee assistance and well-being support and advice
- Free onsite parking
- Long service awards
- Cycle to Work Scheme
- Pension scheme
- Livi GP services
- Blue light card
- Bright exchange (discount scheme)

Heathermount is committed to safeguarding and promoting the welfare of its students. All positions are subject to receipt of a satisfactory Enhanced DBS check, Barred List check, online searches and 2 employment references.

If you would like to know more about the position or arrange a visit or an informal discussion, please don’t hesitate to contact us.

At Heathermount we evaluate applications on receipt and may contact suitable candidates for interview before the closing date. Please note, the role will close as soon as a successful candidate is appointed so early application is recommended

Closing Date: 04/01/2027

Interview date: Jan 2027