



Independent School for Girls Aged 2 to 18  
and Boys Aged 2 to 11

## Admissions Officer

As part of our transition to becoming a co-educational school throughout (we will be known as Duchy College from September 2026), Harrogate Ladies' College is looking to appoint an Admissions Officer to join its thriving Marketing and Admissions Department.

This is a full-time, year-round position. The successful applicant will report to the Admissions Manager to recruit pupils across our three schools locally, nationally and from around the world. The role provides opportunities to travel internationally to meet prospective families and overseas agents.

The ideal candidate is likely to be an experienced Admissions professional or a sales professional with transferable skills. Outstanding organisational skills will be needed to manage enquiries and visits, as well as meticulous attention to detail to ensure regulatory compliance.

The overall aim of the role is to convert pupil enquiries into pupil enrolment for Harrogate Ladies' College, Highfield Prep School and Highfield Pre-School. Alongside an attractive salary, there are many employee benefits including free lunches and subsidised school fees.

### Main Areas of Responsibility

- To meet, and exceed where possible, the annual pupil recruitment targets for Highfield Pre-School, Highfield Prep School and Harrogate Ladies' College
- To work closely with prospective pupils and parents to understand their individual needs and effectively communicate how the school's ethos and values align to those needs
- To be proactive in building, maintaining and strengthening relationships with the school's international agents to maximise the number of international enquiries generated
- To manage the process and administration of individual applications
- To ensure the school's Admissions information management system is kept up to date and accurate at all times
- To organise and manage individual visits from prospective families and international agents
- To represent the school at recruitment events held at the school, as well as third-party events held across the UK and, at times, internationally
- To work closely with our specialist visa lawyers to oversee the visa application process for sponsored international pupils and ensure the school meets its UKVI sponsor responsibilities
- To contribute to the development and implementation of the UK and international Admissions and Marketing plan
- To undertake meticulous organisation of international recruitment trips

### Key Skills and Experience

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

- Experience of working, or an understanding of working, in an independent school setting
- Experience of working in a customer-focused environment
- Professional manner appropriate to the families applying to the school
- Excellent communication skills, both oral and written
- Exceptional administration, time management and organisational skills

- Accurate data management and record keeping
- Ability to work under own initiative
- Previous experience in a similar role would be an advantage

Driving license and own transport required.