

JOB ADVERTISEMENT

Marketing & Admissions Administrator

Part time

Rydal Penrhos School is seeking a passionate and dedicated **Administrator** to join our existing team. This is an exciting opportunity to work in a supportive, high-quality educational environment that values the development of every child.

The purpose of this role is the management of the admissions database, admissions event administration, supporting on pre-school recruitment and retention, maintenance of all admissions data and records for incoming pupils.

Key Responsibilities:

Admissions Administration

- Maintain the prospective parents' database and ensure accurate data input for all stages of the process.
- Support the completion and track all elements of the admissions process including enquiries, visits, registration, offers, deposits, starters, and leavers on the database Live Admissions work sheets and admissions paperwork systems.
- First contact for all nursery and pre-school enquiries
- Administration of all transition years data
- Organisation of all admissions events, including Open Mornings and the annual Open Day

Marketing Administration

- Support the identification and target significant local organisations which have the potential to generate enquiries/admissions into the School.
- Support the identification (school and non-school based) feeder opportunities within the local community
- Support the identification of relevant community based initiatives in which the School can play a relevant part to support awareness/positive perception etc.

Line Management and Working Relationships

- The Marketing & Admissions Administrator works in close co-operation with all members of the Marketing, Communications, Admissions & Alumni Department and reports to the Marketing and Admissions Manager.
- Good working relationships with all members of teaching and support staff are vital

Qualifications & Experience:

- Excellent written communication skills.
- Pleasant and engaging telephone manner with confidence to handle a range of enquires and situations
- Excellent interpersonal skills and the ability to interact well with parents (current and prospective) and to promote the School to support recruitment and retention.
- Excellent ICT skills and familiarity with Microsoft Office suite and an experience of or willingness to learn the use of database and management information systems.
- A methodical and efficient approach to office procedures and record keeping.
- Flexibility – as no two days are the same and the workload varies through the School year.
- A sense of humour and the ability to work as part of a team, providing cover and support where necessary.



RYDAL PENRHOS SCHOOL

- Ability to prioritise and use initiative.
- Flexibility to meet the needs of the School, so some evenings and weekends may need to be worked throughout the year.

Benefits:

- Salary SCP 7 (£26,826.41) pro rata
- Opportunity for professional development and training.
- Work within a prestigious and nurturing school community.
- Access to excellent facilities and resources.

Hours:

- 16 hours per week, 52 weeks per year

If you have a passion for education and want to be part of a dynamic and supportive team, we would love to hear from you!

Closing Date: 27 April 2026

To Apply: Please submit your CV with covering letter to hr@rydalpenrhos.com

Join Rydal Penrhos School in shaping the future of young learners in a caring, stimulating environment!

Rydal Penrhos School is an equal opportunities employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.

Rydal Penrhos School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment. The successful applicant will be appointed subject to an Enhanced DBS with Barred List check, satisfactory references and Social Media check.