

# Saint Ambrose College

State-funded Independent Catholic Grammar School

Principal: Mr D. Rainey B.Ed (Hons)



## Admissions Officer

Permanent position

Part-time, 30 hours per week

Term time, Inset days, plus 10 days during the summer holidays

Salary based on new NJC SCP 23 - 25 (£34,434 - £36,363 FTE)

Actual Salary £25,240 - £26,660

St Ambrose College is seeking to appoint a highly organised and professional Admissions Officer to lead and manage all aspects of the College's admissions processes. This is a key role within the College, ensuring that all admissions procedures are delivered with accuracy, integrity, and efficiency, while providing a positive and welcoming experience for prospective students and their families.

St Ambrose College is a high-performing Catholic grammar school where students benefit from an ambitious curriculum, high expectations, and a strong culture of respect and personal development. We are proud of our inclusive community and the excellent attitudes to learning demonstrated by our students. The successful candidate will play an important role in representing these values to prospective families.

### The Role

The Admissions Officer will:

- Manage the full admissions process for Years 7–11 and Sixth Form
- Ensure compliance with the School Admissions Code and Appeals Code
- Coordinate entrance examinations and appeals procedures
- Liaise effectively with parents, primary schools, and local authorities
- Organise and support open evenings and admissions events
- Maintain accurate data and provide detailed reports for senior leaders and governors
- Support the smooth transition and induction of new students
- Coordinate transition arrangements between key stages including GCSE and A level options pathways

### The Ideal Candidate

We are looking for someone who:

- Demonstrates excellent organisational and administrative skills
- Has a high level of accuracy and attention to detail
- Communicates clearly and professionally with a wide range of stakeholders
- Is able to manage competing priorities and work effectively under pressure
- Shares the College's commitment to high standards, inclusion, and student success

Hale Barns, Altrincham, WA15 0HE

t: 0161 980 2711 e: [office@st-ambrosecollege.org.uk](mailto:office@st-ambrosecollege.org.uk) [www.st-ambrosecollege.org.uk](http://www.st-ambrosecollege.org.uk)

Saint Ambrose College, part of the Laetare Catholic Multi-Academy Trust. Registered number: 15731145



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- Experience within an educational setting or admissions environment would be advantageous, although not essential.

**Closing date for applications: Monday 1<sup>st</sup> June 2026 at 9am**  
**Interviews to take place during week commencing 8<sup>th</sup> June 2026**

Please send completed applications to [recruitment@st-ambrosecollege.org.uk](mailto:recruitment@st-ambrosecollege.org.uk)

Those interested in applying or wanting to find out more about possible flexibility are strongly encouraged to contact the school to arrange a visit to discuss the role in further.

Please contact: [recruitment@st-ambrosecollege.org.uk](mailto:recruitment@st-ambrosecollege.org.uk)

Applicants must complete the application form which is available on our college website (vacancies page):  
<https://www.st-ambrosecollege.org.uk/>

Please also include a supporting statement of no more than 2 sides of A4 paper, with a minimum font size of Arial 11, referring to the person specification and job description/responsibilities.

Applicants also need to complete a Recruitment Monitoring Form and Rehabilitation of Offenders Act 1974 Disclosure Form.

The school is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We are an equal opportunity employer. We are also a multi-ethnic school and we particularly welcome applications from ethnic minority candidates who are under-represented in our staff population compared to our pupil population.

Any offer of appointment for post is subject to a satisfactory DBS check.

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