

Assistant Director of Admissions and Student Services



The BRIT School

Are you passionate about education, highly organised, and ready to take on a pivotal role in a dynamic and creative environment? The BRIT School is seeking an **Assistant Director of Admissions and Student Services** to join our Admissions and Student Services team.



About us

The BRIT School is a vibrant and innovative school for performing and creative arts, nurturing talent and fostering excellence. Our Admissions and Student Services team is at the heart of delivering exceptional support to students, from the application form through to graduation. The team is the first point of contact for parents and carers and a central hub to staff across the school.

The role

As Assistant Director of Admissions and Student Services, you will:

- **Manage daily teaching cover:** Ensure consistent teaching delivery maintained by coordinating internal cover team and engaging external cover, when necessary.
- **Support the Director:** Assist with the efficient management of the Admissions and Student Services department and deputise during their absence.
- **Oversee processes:** Assist in managing admissions, coordinate parent communication days, and other student services such as issuing ID badges, lockers, and managing lost property.
- **Team leadership:** Supervise the Cover Supervisors deployment in and out of the classroom and support other team members in ensuring clarity and efficiency across the department.
- **Administration:** Maintain accurate records, manage data systems, and oversee safeguarding and visitor protocols.
- **Event coordination:** Organise parents' evenings, admissions meetings, and key school events.
- **Reception:** Managing the reception area, welcoming visitors and upholding strict safeguarding protocols.

Key responsibilities

- Coordinate student recruitment data and admissions processes.
- Oversee reception operations and respond professionally to inquiries.
- Facilitate the school payment system and manage bursary processes.
- Act as a first aider and fire marshal (training provided).
- Contribute to the School's ethos and represent the department in meetings and events.

What we're looking for

We are seeking a dedicated individual who is:

- Highly organised with excellent communication skills.
- Experienced in managing cover, admissions and other administrative tasks in a school or similar environment.
- Confident in using data management systems and producing accurate reports.
- Able to multitask effectively and prioritise competing demands.
- Flexible in working hours and required tasks.

- Collaborative, approachable, and committed to the School's mission.

What we offer

- A creative and inspiring work environment.
- Training opportunities, including management training, first aid and fire marshal qualifications.
- The chance to work in a school dedicated to excellence in education and the arts.
- Opportunities for professional development and growth.

Applicant Information Pack

Closing date

10th February 2024 (9am)

Interview date

17th February 2025

Contents

- A Message from the Principal
- Job Description
- Key Responsibility
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

A Message from the Principal



Creativity is crucial to the future of our economy and society. For over 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries, where the raw talent of 14–19 year-olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 98% of all students who have graduated find work in a huge range of creative industries, or enroll for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, *“You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.”* This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style.

Stuart Worden
Principal

Job Description

Job Title	Assistant Director of Admissions and Student Services
Department	Admissions and Student Services
Grade	Band 7 Point 29 - £41,442
Hours of Work	35
Contract Type	Permanent
Responsible to	Director of Admissions and Student Services
Responsible for	Cover Supervisors

- Job Overview**
- Manage daily teaching cover
 - Support the Director of Admissions and Student Services in efficient and effective management and administration of the Department
 - Deputising for Line Manager in the event of their absence

Key Responsibilities

These include:

- To deputise for the Director of Admissions & Student Services, with knowledge and understanding of the full scope of the department, when necessary.
- To manage the daily teaching cover and action replacement teachers from inside School and, where necessary, external agencies.
- To manage the Cover Supervisors, deploying cover, reception duties and admin tasks.
- To deputise for the Director of Admissions & Student Services, with knowledge and understanding of the full scope of the department.
- The collation of accurate student recruitment statistics for Directors and SLT.
- The organisation and operation of the main reception desk and incoming calls and queries.
- To ensure that Visitors are welcomed, checked in and all safeguarding procedures have been completed.
- To oversee the organisation and running of all parents' evenings, liaise with Directors and pastoral team regarding setup. Inform parents of process, dates, times. Manage software ensuring all evenings are set up in a timely manner. Ensure all relevant paperwork and forms are completed and agreed with the relevant people.
- To collate and process applicant admissions forms, create meeting schedules and capture data for the annual admissions cycle, as directed.
- To be the principal contact for meeting schedules for all admissions/appeals. Liaising with Directors and other departments to ensure meeting requirements produced and published on time.
- To assist in coaching team members to ensure clarity across the admissions process.
- To support the team in the collation of new student admissions, interview data and procedures to ensure the smooth running of the admissions process.

- To be administratively efficient and accurate in the data entry and retrieval on the schools MIS System.
- To support the team in administering and maintaining the School's bursary process.
- To ensure the post and parcels are correctly sorted and distributed.
- To oversee facilitation of the school payment system (i.e. sQuid), supporting staff in setting up payment programmes as required.
- To issue new student ID badges.
- To manage Foyer Bookings.
- To manage the Car Park and The Crescent Healthy School road exemptions.
- To be responsible for logging Post and Parcels.
- To issue lockers to new students.
- Managing Lost Property.
- First Aid trained responder (training will be provided).
- Invigilation of exams, when required.

General

- To deal professionally and efficiently with telephone enquiries from parents/carers and the general public.
- General office duties include filing, record keeping, photocopying etc.
- To attend School and departmental meetings and Inset.
- To work some evenings during open days and whole school events, for which time off in lieu will be given.
- To undergo any training required in order to perform duties efficiently.
- To be a suitably qualified first aider.
- To act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required.
- To exercise a commitment to the school's mission statement and ethos, and all current school policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education & Training	Excellent numeracy/literacy skills	E
	Safeguarding/Child protection training	D
Experience, Knowledge, Skills and Qualities	Organisation of lesson Cover	E
	IT literate, with excellent skills in Microsoft Office, Google Docs and other packages, ability to use relevant technology	E
	Enthusiastic, dedicated, constructive team player	E
	Strong organisational skills	E
	Ability to remain calm and think clearly under pressure	E
	Genuine interest and enthusiasm for working with young people	E
	Understanding of school roles and responsibilities and your own position within these.	E
	Experience of supporting students in a school environment and liaising with staff, parents and outside agencies	D
Knowledge of safeguarding procedures in a school environment	D	
Personal Qualities	A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E
	Friendly, patient, professional approach	E
	Excellent communication and organisational skills.	E
	Ability to enthusiastically multi-task, work proactively and use your own initiative.	E

Ability to work under pressure in a busy student focused environment.	E
A friendly and happy personality with the ability to interact positively with people of all ages and stages of life.	E
Flexibility and a willingness to undertake a wide range of tasks and undergo training where required.	E
Ability to maintain confidentiality.	E
Energy, enthusiasm and a commitment to the learning process.	E

Terms and Conditions

Availability	To start Monday 17th March 2025, or close to it
Contract Type	Permanent
Hours of Work	35 hours a week
Annual Leaver	Annual Leave runs 1st January - 31st December. Annual Leave entitlement is 28 days, 3 of which must be taken at Christmas shut down. Pro Rata will apply.
Salary	Band 7 Point 29 - £41,442 Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post is subject to a successful six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 3 months.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets on a first come first serve basis for any BRIT School show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Employee Assistance Program (EAP)	The BRIT School offers an employee assistant program (EAP) which includes a free counselling service and financial advice.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

About Us

School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAs and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

In November 2024 OFSTED rated the school 'outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

Our Mission

To prepare young people for careers in the creative and performing arts.

Our Values

- Original
- Responsible
- Ambitious
- Inclusive
- Kind



Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



How to Apply

If you're ready to make a difference and support the success of The BRIT School, we'd love to hear from you! To apply, please complete our [Application Form](#) available on our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

Closing date

10th February 2024 (9am)

Interview date

17th February 2025

The interview will consist of 3 parts, a formal Interview, role related tests and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1436 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website www.brit.croydon.sch.uk