



# WINDERMERE SCHOOL

FOUNDED 1863

## CANDIDATE INFORMATION

*Admissions Officer*

*Be the face of Windermere School!*



## THE OPPORTUNITY

Are you a highly organised administrator with exceptional people skills and a genuine commitment to customer excellence? Do you enjoy the thrill of managing a complex process from start to finish?

We are seeking a proactive and professional Admissions Officer to be the welcoming face and the operational engine of our recruitment department at Windermere School. This is a pivotal role where you will manage the entire admissions journey for prospective pupils joining our Junior and Senior Schools.

**This developmental role is designed to grow with the successful candidate, offering a clear pathway to increased responsibility and potential future promotion within the External Relations department.**

If you can track an application faster than a speeding bullet and communicate our school's ethos with warmth and clarity, we want to hear from you. This is more than admin—it's ambassadorship.

"Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life."

- Frank Thompson, Head of Windermere School

# SUMMARY OF THE ROLE

**Job Title**

Admissions Officer

**Reporting To**

Director of External Relations

**Hours**

Full time, permanent

**Salary**

£25,000 per annum

**Closing Date**

12 December 2025

**Interview Date**

Week commencing 15 December 2025

For an informal discussion please contact Mr Nick Leiper, Director of External Relations on [nleiper@windermerschool.co.uk](mailto:nleiper@windermerschool.co.uk) or 015394 46164.



# JOB DESCRIPTION

## WHAT YOU WILL BE DOING

- **Own the Pipeline:** Manage the end-to-end admissions process, ensuring a seamless and positive experience for families, from first enquiry to final enrolment.
- **Be the Ambassador:** Serve as the primary point of contact, communicating the unique offering of Windermere School with professionalism and enthusiasm.
- **Coordinate Events:** Plan and coordinate all admissions events, including pupil interviews, campus tours, taster days, and scholarship processes.
- **Data Mastery:** Maintain absolute accuracy within our admissions database (iSAMS), using data to generate essential reports that inform our recruitment strategy.
- **Global Support:** Assist with administrative tasks related to international admissions, agent liaison, and pupil immigration documentation.

## WHAT YOU WILL BRING

- **Experience:** Proven, successful experience in a high-volume administrative or client-facing role requiring meticulous data management and organisation.
- **Communication:** Flawless written and verbal communication skills; the ability to draft professional, pitch-perfect correspondence and speak persuasively about the school.
- **Tech Savvy:** Advanced proficiency in Microsoft Office (Word, Excel, Outlook) and demonstrable experience maintaining a complex CRM or Database system.
- **Mindset:** A professional, warm, and highly discreet demeanour with a commitment to delivering exceptional customer service under pressure.

## THE DESIRABLES

- Familiarity with the iSAMS school management system or similar specific Education MIS (Management Information System).
- Prior experience working in an independent school or a sector that handles sensitive, highly regulated information (e.g., finance, education, healthcare).
- Experience with international client liaison, visa applications (Tier 4/Student Visas), or managing relationships with educational agents.
- Understanding of the UK's Independent Schools Inspectorate (ISI) compliance requirements related to pupil files and admissions records.

## WHY JOIN WINDERMERE SCHOOL?

We are a vibrant, forward-thinking school committed to the success and welfare of every pupil. We offer a supportive, collaborative environment where your contributions are immediately visible and highly valued. Join us and play a direct role in shaping the future of our school community.

- Generous Holiday Allowance
- On-site Parking
- Free School Meals

## SAFEGUARDING COMMITMENT

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and satisfactory references.



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