



Ribston Hall High School

Post Title: Admissions Officer

Grade: **NCJ SCP 16-20, £30,518-£32,597 per annum (pro-rata £17,858 to £19,505) Pay award pending**

Hours: **Part-time, 24 hours per week, 41 weeks per annum**

Contract: **Permanent**

Closing Date: **Sunday 12th July 2026**

Interview Date: **Week commencing Monday 13th July 2026**

Start Date: **1st September 2026**

An exciting opportunity has arisen to join the friendly team at Ribston Hall High School as Admissions Officer.

With responsibility for the 11-16 (Years 7–11) Admissions processes throughout the year, including in-year admissions, you will manage the Grammar School entrance test for Ribston Hall High School.

Liaising closely with the Entrance Test provider in all aspects of the admissions process, you will also liaise with parents/carers as the initial point of contact for prospective pupils, providing detailed and accurate advice and information, and also arranging personalised school tours and visits as required.

You will play a key role in managing our Open Day events and our student induction information meetings and you will also manage all aspects of the admissions appeal process.

This post forms part of our wider Examinations Team, and you will provide administrative support to both public and internal examinations for students.

With experience of working in a school environment and the schools' admissions process, you will demonstrate excellent administrative, communication and organisation skills, together with a good knowledge of office processes. With excellent IT skills you will demonstrate the ability to maintain confidentiality, when dealing with sensitive data. With an organised and efficient approach to work, you will be resourceful and adapt tasks as appropriate, demonstrate excellent prioritisation skills.

To apply, please visit www.ribstonhall.gloucs.sch.uk/vacancies and submit your completed application form via the website, together with a covering letter (maximum of two sides of A4) which outlines your experience and suitability for the role (CVs will not be accepted). Visits to the school are welcomed. To arrange a visit please contact the Headteacher, Mr Alec Waters, on head@ribstonhall.gloucs.sch.uk or telephone 01452 382249.

The closing date for receipt of applications is 12th July 2026. We however, reserve the right to appoint to the role before the published closing date. References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young People and expects all staff to share this commitment. An enhanced DBS check will be required.