

Building Character, Shaping Futures



SEXEY'S
SCHOOL



QUANTOCK
EDUCATION TRUST

ADMISSIONS OFFICER

- Grade 13 (6-11) £25,989 - £28,142 FTE, actual salary £15,037 - £16,283 per annum
- Part time 25 hours per week. Term time plus 4 weeks (39 working weeks)
- Required to start in September 2026

We are seeking a highly organised, professional and approachable individual to manage all aspects of the admissions process for the Main School, Sixth Form and Boarding.

The successful candidate will respond to enquiries from prospective families, coordinate school visits and admissions events, maintain accurate admissions records, and support applicants throughout the admissions journey. You will work closely with colleagues to ensure a welcoming, efficient and professional service at every stage.

The ideal candidate will have excellent organisational, communication and IT skills, strong attention to detail, and a commitment to delivering outstanding customer service. Previous administrative or admissions experience is desirable.

Our students are a delight to teach: they are articulate, hardworking, well-motivated and display our 7 core values in the way that they treat each other. We pride ourselves on our positive staff/student relationships. Sexey's School has a strong team of staff who are caring, supportive and working with a 'determination to be exceptional in all that we do'

Closing date: 9am 22 July 2026

Interview Date: TBC

Early applications are strongly encouraged and we reserve the right to close the advert should we feel able to appoint an appropriate candidate before the above dates.

Shortlisted candidates may be subject to online searches as part of our safer recruitment processes.

The Quantock Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

The advertised post is subject to an enhanced DBS check References, Right to Work in the UK and other pre-employment checks.

For application details and further information please visit:

WWW.QUANTOCKEDTRUST.CO.UK

[email:QETrecruitment@quantockedtrust.co.uk](mailto:QETrecruitment@quantockedtrust.co.uk)

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