Saint Cecilia's
Church of England School

"Glorifying God through outstanding, enjoyable education"

Admissions Manager

33 hours per week, term time only plus 2 weeks

Starting salary NJC scale 5, Point 15, £37,076 full time equivalent, pro rata, 39 weeks of the year is £31,102

To start as soon as possible

As one of the most successful and over-subscribed, non-selective schools in South West London with Music and Mathematics as a specialism, we are a truly inclusive and dynamic place to work.
The successful candidate will be responsible for all aspects surrounding the admission of pupils to the school, both at the usual age of transfer from primary school, into the Sixth Form, and mid-year as necessary. This role requires excellent interpersonal and communication skills as the key link between prospective parents, Senior Leadership Team and Governors. This is a busy and varied role and candidates must have strong organisational, data handling and ICT skills, including Excel. Knowledge of Arbor and Applicaa would be an advantage, as would previous experience of working in a school setting, but is not a specific requirement.

As a vibrant school of just over 1,000 pupils with a thriving academic Sixth Form, Saint Cecilia's is also a caring Christian community, and together with a close-knit team of dedicated teaching and support staff, has achieved excellent academic success. Whilst candidates must be in sympathy with the aims of a Church of England School, a Christian commitment is not essential.

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End, as well as the tranquil Surrey countryside, by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary.

The nearest underground station is Southfields (District line – Zone 3, and less than a five-minute walk), which is only five minutes from Wimbledon station and 16 minutes from Earl's Court. The area is well served by numerous bus connections to Clapham Junction and Richmond.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Please note we do not accept CVs. We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role.

To apply for this post, please complete the application form on TES or the DfE website. Alternatively, download it and send to applications@saintcecilias.london.

You can find the link to our TES page on our website: https://www.saintcecilias.london/workforus

Please note the deadline is 9.00am, Monday 16th November 2026