



Admissions Officer

Pay	Surrey Pay Level 6 – Actual for 24 hours per week, £18,028 - £19,334 (Full-Time Equivalent £30,647 - £32,867)
Working Hours	24 hours per week over 4 or 5 days
Contract Type	Permanent, term time plus 2 weeks*
Start Date	ASAP
Reporting to	Front Office Manager
Closing Date	Friday 13 th February at 10am, (Interviews to be held Wednesday 25 th February)

The Admissions Officer will have overall responsibility for all aspects of the admissions process, managing the complete Admissions cycle for Year 6 into 7, co-ordinating the process with Surrey County Council and acting as the first point of contact for all enquiries in relation to admissions.

* This role is 24 hours per week and is term time plus 2 weeks per academic year; preferably worked over four or five days. One of the extra paid weeks must be worked during the last week of the school holidays and the other must be used to create flexibility to complete necessary tasks outside of the set hours, such as Open Evening, settling in new students, attend occasional Governor meetings, etc.

Woking High School is a high achieving school with Academy status. We have an outstanding team of staff who are all committed to developing our students as individuals. All students are challenged to achieve their best. The Ofsted inspection of April 2025, which judged the school to be good, noted that, "This is a lively, welcoming school where expectations are high. Pupils live up to the school's motto of inspire, challenge, achieve" and "The school's curriculum is designed to develop pupils to be confident, responsible and articulate learners".

Woking High School offers excellent benefits to staff including:

- 26 days Holiday (rising to 30 after 5 years).
- Career Progression.
- Local Government Pension Scheme.
- Training and Development Programmes.
- Healthcare Cashback Plan, currently provided by Westfield Health

If you are interested in this position, please apply as soon as possible as interviews may be held upon receipt of suitable candidates.

Closing date for applications: Friday 13th February at 10am.

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>. By applying for this role, you agree to these checks being carried out and your data being

processed by SP-Index. The successful candidate will be required to undertake an enhanced DBS check. Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.