

Job Description: Admissions Officer - Africa and the Middle East

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Report to: Deputy Heads of Admissions

Duration: Fixed term contract - 1 year Full Time

Job purpose

We are seeking a motivated and charismatic individual to join our admissions team on a full-time basis. This role will primarily focus on student recruitment, particularly engaging with prospective students from countries in Africa and the Middle East. The ideal candidate will have sales experience, be willing to travel to African and Middle Eastern countries on a regular basis, and be fluent in Arabic, with fluency in other languages being desirable.

Beyond recruitment, this role involves maintaining strong relationships with the students you have recruited, as well as their families, once they join Ashbourne. The successful candidate will help ensure a consistent cohort of 25 students from Africa and the Middle East at the college while fostering a welcoming and supportive environment.

About Ashbourne

Established over 40 years ago, Ashbourne has become one of the best private colleges for A levels in the UK for A levels. Distinguishing itself in many ways, including exam results, individual attention and facilities it aims to be the best college overall for A levels in the UK.

Ethos and culture

At Ashbourne there are no uniforms, no assemblies, no school dinners and the relations between teacher and student are informal, vital and strong. This type of relationship is encouraged by the lack of formality and the opportunities for engagement provided by small classes.

Unusually for a private college, Ashbourne is selective; most importantly the college reserves the right to deny any student the opportunity to advance from year 12 to year 13 if they have not reached a sufficiently high academic standard. All students are expected to work hard and do their best to achieve their potential. There is a '100%' rule for the submission of homework and a shared ethos of aiming high and doing your best.

About the College

Sixth form college – almost all of Ashbourne's students are at A level and chosen to come because they want a more grown up approach to education, with more freedom and more

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responsibility. Our students leave behind school uniforms, school dinners and regimentation for the easy-going informality of relations with their teachers here. It offers a different approach to education.

Academic performance – consistently either first or second among competitor private colleges in London. More importantly, it is consistently in the top 5% of schools and colleges by value-added.

Individual attention – is supported by small class sizes which enable students and teachers to engage and be engaged. Each student has a personal tutor who monitors their academic performance and acts as a liaison between teachers, students and parents.

Welfare – many students succeed at Ashbourne because we offer support and strictly forbid any excessively bad behaviour, bullying or other forms of abuse.

Location – situated near Kensington Gardens, Ashbourne has a spectacular location and is within easy reach of London's myriad cultural opportunities.

Ashbourne community – 70% British with sometimes up to 50 different nationalities and an impressive array of subjects from art and performing arts to traditional maths, science and economics, there are an exciting number of students with different cultures, personalities, interests and ambitions.

Academic opportunities – The range of subjects from performing arts and all aspects of art and design through classics, history of art and traditional humanities to economics, maths and sciences highlights the diversity of talents, ambitions and personalities of its students.

Extra-curricular opportunities – Including Model United Nations, Astrophysics and the Ashbourne Revue of dance, drama, music and fashion, there is a wealth of activities to stimulate and inspire.

Intensive courses – Most students are engaged in 2 year A level courses but the college has offered specialist one year intensive courses and eighteen month courses beginning in January for both GCSE and A level since it began.

Scholarships – Among all private schools Ashbourne has one of the most generous scholarship programmes. It has supported many students of outstanding academic ability and is particularly proud of its music and drama scholarships.

Happiness – Students support each other. There are no cliques, snobbery and everyone should be able to find their niche.

Duties and Responsibilities

1 Student Recruitment & Outreach

- 1.1 Actively recruit students from Africa and Middle East, ensuring a consistent cohort of 25 students from this region at Ashbourne.
 - 1.2 Develop and maintain relationships with key partners, agents, and schools to support recruitment efforts.
 - 1.3 Travel to African and Middle Eastern countries for recruitment events, school visits, and student engagement.
 - 1.4 Provide detailed and accurate information about Ashbourne's academic offerings, the admissions process, and student experience as well as provide information about student life in London.
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2 Relationship Management & Student Support

- 2.1 Maintain strong relationships with students and their families from the point of recruitment through to their time at Ashbourne.
 - 2.2 Serve as the primary point of contact for the students you recruit, as well as their parents, offering support and guidance as needed.
 - 2.3 Work closely with personal tutors and support staff to ensure students' academic and personal wellbeing.
 - 2.4 Organize extracurricular activities and social events to help students integrate and feel supported.
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3 Translation & Communication

- 3.1 Translate key documents, communications, and marketing materials to ensure clarity for Arabic-speaking students and parents.
 - 3.2 Assist with interpreting during meetings, admissions discussions, and parent interactions.
 - 3.3 Any other task requested by your line manager, Director of Studies or the Principal.
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4 Administrative Duties

- 4.1 Maintain accurate records of student recruitment and engagement using internal systems.
- 4.2 Ensuring we get students from enquiries to registration as smoothly as possible.

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4.2 The Deputy Heads of Admissions in processing applications, as well as carrying out supporting them with any administrative duties they require.

4.3 Collaborate with the wider academic and administrative teams to enhance the student experience.

5 General Responsibilities

5.1 Attend and actively contribute to department and staff meetings.

5.2 Attend and contribute to Student, Parent, Teacher trainings, education events, and Open Day events as required.

5.3 Build and foster relationships characterised by kindness, care, empathy, and respect with colleagues, students and families.

Person Specification

1 Qualifications, skills and experience

1.1 Sales experience, preferably within education or student recruitment.

1.2 Fluency in Arabic is mandatory; fluency in other languages such as French, Portuguese, Persian, etc. is desirable.

1.3 Willingness to travel to African and Middle Eastern countries for recruitment and engagement activities, with minimal travel restrictions.

1.4 Strong communication and interpersonal skills, with the ability to build lasting relationships.

1.5 Organised, proactive, and committed to student success.

1.6 Be a reflective practitioner open to others' perspectives.

1.7 Have a growth mindset and value innovation as a route to improvement.

1.8 Embody collaboration with enthusiasm for working alongside colleagues.

1.9 Must be open to feedback and have a desire to always want to improve performance.
