



BURGESS HILL

— GIRLS —

Tomorrow's Women



ADMISSIONS ASSISTANT

CANDIDATE PACK



WELCOME TO BURGESS HILL GIRLS

Burgess Hill Girls is an Excellent rated Independent school for girls aged two and a half to eighteen years of age. Where every student is known as an individual and provided with an outstanding, transformative education.

Our school motto, 'I am, I can, I should, I will', conveys and underpins our whole approach to education, identifying and releasing the potential of every student as they progress through the school. Ensuring they have the very best possible opportunities to become successful women of the future.

At Burgess Hill Girls, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. Whilst Burgess Hill Girls aims to provide the very best opportunities for everyone to excel, we believe that success is more than obtaining the highest marks and grades. We recognise just as much all those fantastic qualities that are not materialistic or target driven. Success at our school is when we produce bright, confident and independent young women who have and will continue to achieve great things

There is no glass ceiling at Burgess Hill Girls! Whilst the academic, technical, creative and emotional support is incredible, the breadth of opportunities and enrichment available is extensive. There is something for every member of the whole school community and if the students desire more we have the 'can do approach' to make it happen!

We are seeking a candidate who has a proven record in customer service with excellent administrative skills. Someone who can support our mission to educate tomorrow's women, promoting the benefits of an all-girls education and become part of a unique and empowering community, where there are not limits to what can be achieved.

HEATHER CAVANAGH

HEAD



OVERVIEW

Burgess Hill Girls is an independent day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The school was founded in 1906 by Beatrice Goode, to provide a high-quality education for girls. The School stands in 14 acres of beautiful grounds within a conservation area close to the centre of Burgess Hill's town, West Sussex.

The School currently educates over 450 pupils, with boys and girls in the Nursery and girls only from reception to through to the Sixth Form.

All aspects of the school are located on this one campus; Nursery, Pre-Prep and Prep, Senior, Sixth Form and Boarding Houses. Burgess Hill Girls is a day school with a small but nonetheless important boarding community. The school is only a five-minute walk from the railway station (on the London to Brighton line) and close to excellent road networks (10 miles from Brighton city centre and only 20 minutes from Gatwick).

Approximately 50 boarders live on-site, creating a vibrant and inclusive community that welcomes students from around the world. Typically staying full-term, our boarders benefit from a supportive and enriching environment that foster personal growth, independence, and friendship. With a strong sense of belonging, they enjoy a well-rounded experience that combines academic excellence with a wide range of extra curricular opportunities, all within a safe and nurturing home away from home.

Notable alumnae, Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, Presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education, careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.



CAMPUS

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

More recent developments include Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Prep School classrooms.

OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- One boarding house



JOB DESCRIPTION

Responsible for supporting the UK and International Admissions Officer with the recruitment of UK and Overseas pupils from Nursery to Sixth Form.

Included within this role are two key areas of responsibilities;

- Administrating data relating to the effective delivery of the school's admissions policy and procedures.
- Deploying excellent customer service skills and timely communication to prospective families, guardians and agents.

PRINCIPAL ACCOUNTABILITIES

- In conjunction with the Admissions Officer, maintain the Admissions section of the ISAMS database ensuring it is accurate and compliant with regulatory requirements at all times.
- Be actively involved in the organisation and delivery of the weekly Open Mornings to provide a five star service to prospective families.
- Input all data for new starters and leavers to keep reporting up to date on a daily basis.
- Managing applications from the point of enquiry to the student joining the school.
- Proactively follow up on all admissions leads, respond to queries from prospective parents in a timely manner and arrange taster days for prospective students, liaising with colleagues across the whole school.
- Organise assessment testing for prospective students.
- Organise ZOOM or TEAMS interviews for overseas students.



JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES cont.

- Assist with the organisation of the scholarship process for new and existing students, ensuring the delivery of correct papers, effective invigilation, marking of scripts and appropriate communication of results, whilst maintaining an efficient and welcoming service to prospective students and parents.
- Support the Events Officer in producing innovative and effective open mornings and other marketing and admissions events.
- Work with the Digital Marketing Officer responsible for international recruitment & boarding to ensure regular and effective communication on the website, at school fairs and through the regular newsletter to agents.
- Take responsibility for the agent database ensuring contact details are kept up to date.

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIREABLE
QUALIFICATIONS	GCSE or equivalent Maths and English or relevant experience	Educated to Degree level or relevant work experience
KNOWLDGE	Good working knowledge of Microsoft Products (Outlook, Word and Excel)	Knowledge and experience of Canva and/or Mailchimp useful but not essential
EXPERIENCE	Attention to detail Good keyboard skills. Ability to set up and maintain accurate files and records.	Experience of working in a school helpful but not essential
PERSONAL QUALITIES REQUIRED	Good team player with the ability to work on own initiative and prioritise workload proactively. Flexible and adaptable – customer responsive approach with a “can-do” attitude. Outgoing in personality with the enthusiasm and gravitas to be an outstanding ambassador for the school. Excellent communication skills – both written and oral. Discretion	An interest in education and schools



SALARY & BENEFITS

START DATE

The preferred start date for the chosen candidate is January 2026

HOURS OF WORK

This is a full time position, 8.30am - 5.00pm (37.5 hours per week) with an hour for lunch, Monday-Friday.

SALARY

Salary dependent on prior relevant experience, up to £28,000 per annum

HOLIDAY

Support staff are entitled to 28 days holiday per annum plus statutory holidays.

ADDITIONAL BENEFITS INCLUDE:

- Contributory pension scheme
- Free lunch in our dining hall
- Significant discount on school fees
- Corporate discount at The Triangle Leisure Centre
- Free car parking
- Use of school fitness facilities
- Free staff wellbeing MOT provided by Sussex Wellbeing
- Employee Assistance programme



APPLY

To apply candidates are required to submit the schools application form with supporting letter and details of two referees. References will be taken up prior to interview.

Applications will be managed on receipt with a final closing date of 9.00am on Tuesday 4th November 2025.

We reserve the right to interview and appoint at any stage of the recruitment process.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check, including a check of the Barred List, as well as other pre-employment checks in line with Keeping Children Safe in Education (KCSIE) guidance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all criminal convictions, including those that are 'spent' unless they are 'protected' under the DBS filtering rules.



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FOR MORE INFORMATION AND TO APPLY,
PLEASE VISIT OUR WEBSITE [HERE.](#)