



**George
Heriot's
School**
Founded 1628

Job Description

Job Title: Admissions Coordinator
Responsible to: Admissions Manager
Hours: Full-time, Permanent

Summary:

Reporting to the Admissions Manager, the Admissions Coordinator is responsible for supporting the work of the admissions office. The Admissions Coordinator will work closely with the Admissions Manager to oversee the prospective parent journey into Heriot's, as well as deputise for the Admissions Manager in her absence and provide general admissions support as required.

The Admissions Office has a vital role to play in the School as it is the first point of contact for enquires about pupil entry to Heriot's. It handles all documentation throughout the entry process from the first enquiry and receipt of application to a pupil's placement on the school roll.

Duties and responsibilities:

The main duties of the position will include, but are not limited to the following:

Admissions

- Act as one of the first points of contact for initial enquiries.
- Accurately manage and maintain pupil and family records, ensuring compliance with GDPR guidelines.
- Organise visits to the School including liaison with Pastoral Care staff for tour guides.
- Liaise with the Admissions Manager and Heads of Junior and Senior Schools to coordinate the assessment process including logistical arrangements, invigilation and the collation of papers. May involve a requirement to work on a single Saturday.
- Liaise with the Admissions Manager and Heads of Junior and Senior Schools to coordinate the induction processes including logistical arrangements and communications with parents to ensure a smooth transition for all new pupils from Nursery to Senior Six.
- Liaise with the Finance Office to coordinate Bursary and Foundation applications.
- Liaise with the Finance Office to coordinate the payment of registration fees and deposits.



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- Providing a high-quality level of customer service, managing relevant correspondence from different sources as required, ensuring timely, accurate responses and continuity.
- Allocate Houses to new pupils.
- Compile statistical reports as required.
- Work with the Admissions Manager and relevant colleagues to coordinate preparations for and attendance at Open Morning (Saturday).
- Assist with the general work of the School Office as required, including the provision of reprographics and telephone cover
- Assist with material for marketing purposes and undertake relevant marketing activities.
- Prepare, update and collate all booklets and documents relating to Admissions.

Skills and attributes

- A clear understanding of and commitment to Heriot's aims and values.
- The presence and credibility to represent Heriot's at all levels, to a variety of audiences both internal and external.
- Excellent administrative, organisational and interpersonal skills.
- Excellent written and verbal communication skills with the ability to communicate courteously, professionally and effectively with colleagues, prospective parents, guardians and others by phone and face to face.
- To demonstrate a can-do attitude with a focus on collaboration and communication within a small team.
- A pro-active approach to work, balanced with the ability to engage and consult constructively.
- Demonstrate flexibility, energy, commitment and enthusiasm to the role.
- Excellent typing skills and working knowledge of the following packages:
 - Word / Outlook / Excel / Database systems.
- Proven record and experience gained within a similar role.
- The ability to manage and prioritise a diverse workload, to meet deadlines, and to work calmly and accurately under pressure and with excellent attention to detail.
- Able to work within a team and to be self-sufficient.

Additional information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463

July 2026