



WESTHOLME

PREP | SENIORS | SIXTH FORM

Graduate Administrator

Permanent | 40 hours per week | Full Year | £30,000 | Reports to Head of Admission

| Start: As soon as possible | Initial focus: Reception and Admissions

The role

Westholme is looking for a capable, energetic and people-focused graduate seeking an excellent first or early step on their career ladder.

This is a varied role within the School's support team. Initially working across Reception and Admissions, the Graduate Administrator will provide a warm and professional welcome to pupils, parents and visitors, while supporting prospective families throughout the admissions process.

The role may develop to include projects and administrative support across other areas of the School, providing broad experience and opportunities for professional growth.

Key responsibilities

- Provide an outstanding front-of-house service at Reception.
- Welcome visitors and respond confidently to telephone and email enquiries.
- Support prospective families from their first enquiry through to joining Westholme.
- Help organise visits, tours, open events and admissions assessments.
- Maintain accurate records and complete general administrative tasks.
- Work closely with colleagues across the School.
- Provide flexible support for events, projects and other support functions.
- Handle personal and confidential information with discretion.

About you

You will have:

- A degree in Business, Marketing, Communications, Events Management, Hospitality or another relevant subject.
- A warm, confident and professional manner.
- Excellent communication and people skills.
- Strong organisation and attention to detail.
- Confidence using digital systems and the ability to learn quickly.

- Energy, initiative and a willingness to get involved.
- The ability to manage competing priorities and remain calm under pressure.
- A commitment to excellent service and representing Westholme positively.

This role would particularly suit someone at the beginning of their career who wants to build broad professional experience within a busy, friendly and ambitious school.

Westholme is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to the School's safer recruitment procedures, including an enhanced DBS check.

[How to apply / questions](#)

For an informal conversation or questions about the role, email hr@westholmeschool.com closing date Monday 28 September at 9am.