



Admissions and Compliance Administrator

Part time

To start as soon as possible



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Executive Head



Welcome from the Head of Senior School

As Head of Senior School, I am delighted that you are considering Royal Russell School as the next step in your professional journey.

Royal Russell is a school with ambition, but also with heart. Every day, I have the privilege of working alongside talented colleagues and remarkable young people who bring energy, curiosity and purpose to our community. Together, we strive to create an environment where every pupil is known, valued and encouraged to become the very best version of themselves.

Our aim is simple: to provide an exceptional education that prepares young people not only for examination success, but for meaningful and fulfilling lives. Academic excellence matters deeply to us, and we are proud of the achievements of our pupils. Equally important, however, is the development of character, confidence and compassion. Whether in the classroom, on the sports field, on the stage, through service initiatives or in the outdoors, our students are challenged to discover their strengths, embrace new opportunities and contribute positively to the world around them.

What makes Royal Russell special is the quality of the relationships that underpin school life. Ours is a warm, inclusive and supportive community where pupils and staff alike are encouraged to flourish. We have high expectations, but we also understand the importance of kindness, collaboration and a genuine sense of belonging. Visitors often comment on the atmosphere of the school; it is something we are proud of and work hard to preserve.

The success of our pupils depends upon the dedication, expertise and commitment of our staff. We are therefore committed to creating an environment in which colleagues feel valued, supported and able to develop professionally. We invest in professional learning, encourage innovation and provide opportunities for staff to make a meaningful contribution to the wider life and strategic direction of the school.

We are looking for individuals who share our belief in the transformative power of education and who are excited by the opportunity to make a difference to the lives of young people. Whether you are an experienced professional or at an earlier stage in your career, I hope you will see Royal Russell as a place where you can grow, contribute and thrive.

Thank you for your interest in Royal Russell School. I hope this recruitment pack gives you a flavour of our community, our values and our aspirations. I look forward to receiving your application and, perhaps, welcoming you to Royal Russell in the future.

Sam Powell

Head of Senior School



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Admissions and Compliance Administrator

We are looking for an Admissions and Compliance Administrator to provide effective administrative support to the Senior School Admissions Team, ensuring the smooth operation of the admissions process from enquiry to enrolment.

The postholder will support admissions administration, events, pupil onboarding, data management and, where required, compliance relating to international students and visa sponsorship.

Hours are 20 per week, term time (36 weeks) plus additional hours as required during school holidays

Salary is competitive, dependent on experience

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Monday, 28th September 2026.

Interviews will take place during week commencing 5th October 2026

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.



Key Responsibilities

Purpose of job:

To provide effective administrative support to the Senior School Admissions Team, ensuring the smooth operation of the admissions process from enquiry to enrolment. The postholder will support admissions administration, events, pupil onboarding, data management and, where required, compliance relating to international students and visa sponsorship.

Main Duties and responsibilities:

Admissions Administration

- Support the administration of Day and Boarding admissions from initial enquiry through to pupil enrolment.
- Process registrations, and onboarding documentation, ensuring records are accurate and complete.
- Maintain admissions databases and pupil records, following up outstanding information where required.
- Assist with domestic and international registrations.

Customer Service and Communication

- Respond promptly and professionally to admissions enquiries by telephone, email and in person.
- Build positive relationships with prospective families, pupils, agents and colleagues across the School.
- Arrange tours, interviews and admissions-related meetings as required.
- Ensure all information is handled confidentially and in accordance with GDPR requirements.

Visa Compliance & Student Sponsorship

- Support the Boarding Registrar with the Sponsor Management System and support Student Sponsor Licence compliance (full training given)
- Administer Right to Study checks, CAS applications and visa documentation.
- Maintain accurate immigration records and monitor visa and passport expiry dates and changes affecting sponsorship.
- Keep up to date with UKVI requirements and support audits, reporting and sponsor licence renewals.
- Support monthly compliance checks and the annual boarding audit, ensuring records and supporting documentation are accurate and complete.
- Liaise with Boarding and Houses regarding passport, visa and leave-out checks.
- Assist with the administration, review and renewal of agency agreements and maintain accurate agent records on iSAMS.



Admissions Events and Assessments

- Support the organisation and delivery of entrance assessments, interviews, Open Mornings and other admissions events.
- Prepare materials, registers and documentation required for assessments and events.
- Assist with the administration of scholarship applications and assessment processes.
- Compliance and International Admissions (including international invigilation and online interviews)
- Assist with the administration of visa sponsorship processes and related documentation for international pupils.
- Maintain accurate compliance records and support the School's obligations under UKVI regulations.
- Assist with audits, reporting activities and boarding compliance requirements as required.

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Attend Royal Russell Day and Open Day to carry out allocated duties as required.
- Ensure correct staff identification is worn at all times whilst on site.
- Undertake the schools' performance management/appraisal process.
- Act in a professional and positive manner that reflects the school's ethos.
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.
- Carry out any other duties as reasonably requested by the Executive Head or Head of Senior School.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Systems and Office Administration

- Maintain accurate information on iSAMS and other School systems.
- Assist with reports, spreadsheets, correspondence and general office administration.
- Monitor shared inboxes and provide administrative support across the Admissions Office.
- Contribute to the efficient and continuous improvement of admissions processes.
- General Responsibilities
- Work collaboratively with colleagues across the School.
- Attend relevant meetings, training, Open Events, INSET and other key School functions.
- Uphold the values, ethos and reputation of Royal Russell School.
- Undertake any other duties reasonably required by the Senior School Registrars.



Person Specification

Essential

- Excellent administrative and organisational skills.
- A proactive, energetic, team player.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Professional and confident customer service skills.
- Ability to prioritise workloads and meet deadlines.
- Ability to work independently and use initiative.
- Strong IT skills, including Microsoft Office and Excel.
- Experience of maintaining accurate records and handling confidential information.
- Experience in a busy administrative or customer-facing role.
- Ability to build effective working relationships with colleagues, parents and pupils.
- Flexible, adaptable and willing to support colleagues when required.

Desirable

- Experience of working within a school or educational environment.
- Experience of admissions administration.
- Experience using iSAMS or another school management information system.
- Experience supporting events, assessments or customer-facing activities.
- Experience of database management and record keeping.
- Knowledge of UKVI compliance processes and international student admissions.

The successful candidate will be:

- Highly organised and methodical.
- Professional, approachable and customer focused.
- Calm and resilient under pressure.
- Proactive and solutions oriented.
- Discreet and trustworthy.
- A collaborative and supportive team member.
- Able to anticipate needs and take initiative where appropriate.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Three cooked meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Location: Our School is 10 minutes from East Croydon Train Station, with direct links to Central London (15 minutes) and Gatwick Airport (25 minutes).

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than **9am on Monday, 28th September 2026**. Interviews will be held shortly after. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal
Russell

www.royalrussell.co.uk

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