



AMPLEFORTH
COLLEGE

Admissions Officer



Welcome from the Headmaster

Thank you for your interest in this role.

Ampleforth is a very fulfilling place to work, particularly because it is a school with a mission. As Catholic educators, we seek to educate the whole person, mind, body and spirit, supporting our pupils to fulfil their potential and to flourish in all aspects of life. Everyone can benefit from being part of and contributing to this enriching education, whether you are Catholic or not.

Ampleforth's community ethos, rooted in the tenets of our Benedictine monastic founders, is centred on being welcoming to all, caring for each other, and valuing inclusion, empathy and compassion. We aim to form responsible young people of integrity and courage, proactive members of society who serve others and do good in the world. As such, an Ampleforth education provides a compass for life. Our ethos extends to the whole community, students, families, staff, alumni and visitors. Leading the team here is a joy, as well as a privilege and an honour.

Ampleforth offers the highest possible level of pastoral care, embedded within a robust safeguarding culture. Our pupils are happy, well-balanced and grounded; each one is known well by staff and cherished. We want the very best for them and work hard to help them achieve it.

Good and inspiring teaching is key, and every pupil is challenged academically. We cultivate intellectual curiosity, critical thinking and independence of mind, all vital for further studies after school and to thrive in our complex world. Alongside the pursuit of academic excellence, the lessons gained from music, drama, art, and sport are equally important for developing the whole person, the well-rounded character that Ampleforth appreciates.

The dedication of the Governors, the whole staff, and the many friends and supporters of Ampleforth inspires me to give all I can to our collective goal of being the world's foremost Catholic boarding and day school.



*Jon Mutton,
Headmaster*



Our Mission

"An Ampleforth Education is an invitation to young people to discover the value and the purpose of life, by entering into a transforming encounter with Christ through active participation in the life of a living Christian Community."

Our Benedictine values:

Catholic education and Benedictine values underpin everything we do at Ampleforth, whether a student or member of staff is Catholic or not. We believe that humanity is a gift we receive through others and that our relationships unlock the unique potential in each person. Our values provide the foundation to all of our work and how we work with one another:

Respect: recognising and nurturing the unique talents of every individual and oneself, understanding that we grow and learn from our differences and are made a better person by each other.

Hospitality: committing to live in such a way as to be welcoming and open to all, and to invite people to experience living life more fully in our community.

Attentiveness: being sensitive to the needs of others as well as one's own needs and supporting the mutual well-being of everyone in the community; wanting what is best for each other.

Equilibrium: nurturing the well-being and resilience of each individual and one's own, and thereby of the community, to achieve mental and emotional balance and personal fulfilment.

Stewardship: cultivating a sense of responsibility and care for the people and the world around us, as well as oneself, to ensure our community and environment thrive.

Integrity: developing within ourselves strong principles, sound judgement, and the resilience needed to do the right thing.

A Snapshot of the College

Founded in 1802 and set in a beautiful Yorkshire valley, Ampleforth College is the world's foremost Catholic day and boarding school, welcoming girls and boys of all faiths aged 11-18.

Ampleforth College at a glance 2020-2025



1180 pupils have attended the school



53% Boys & 47% Girls



80% Boarders & 20% Day Pupils



1 Junior House – ages 11-13



4 Boys Houses & 3 Girls Houses

Over

200 Pupils
awarded a bursary

20 Subjects
offered at GCSE

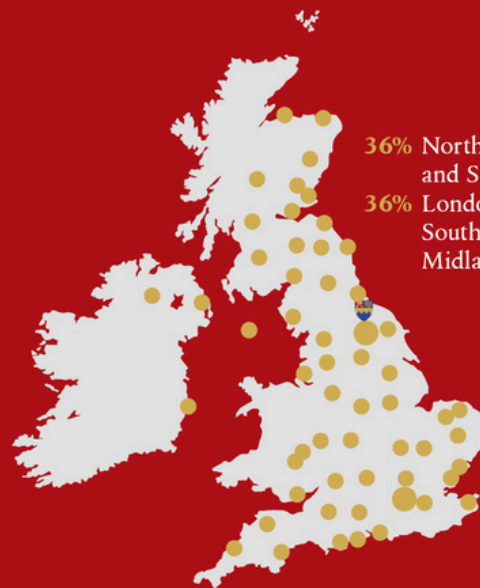
30 Sixth Form options

(25 A Levels,
4 vocational BTEC
courses, and 1 Advanced
Subsidiary Level)



88% achieve a place at
their first choice university

Home for our pupils is:



36% North of England
and Scotland

36% London, South East,
South West, East Anglia,
Midlands and Wales

Over **70** outreach and partnership events every year
for local schools and the Diocese

More than **2,500** children from our local area benefit each
year from Ampleforth's facilities and partnerships programmes

20% Europe including: Spain, France, Austria, Germany,
Benelux, Poland, Ireland, Gibraltar and Malta

8% Rest of World including: South America, USA, Mexico,
Hong Kong, China, Malaysia, Singapore, Kenya and Nigeria



Department Information- *Admission Department*

Admissions is part of the wider Admissions, Marketing and Communications Department, whose primary function is to recruit new students and manage the reputation and perception of the school.

We work closely with our internal stakeholders to ensure the best experience is available to all our potential new students and parents, who get to see how we can become their compass for life.

Both Admissions and Marketing have small and supportive teams, who work closely together and share weekly planning meetings. The department is vibrant and busy - a stimulating place to work, that suits people with energy and drive.



Admissions Officer

JOB DESCRIPTION:

To support the Head of Admissions and wider Admissions Team in the conversion of enquiries from prospective parents to successful visits. As an ambassador for the College, the Admissions Officer will present a smart, engaging and professional image at all times. Carrying out duties in the most cost-effective and efficient way. You will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

Duties

- Identify, nurture, and convert parent interest in Ampleforth College
- Proactively contact families in the admissions pipeline focussed predominantly on telephone and face to face contact
- Liaise with families to build up a comprehensive profile of each student
- Build relationships across the College's staff in support of pipeline development
- Assist with Open Days, Taster Days and other College events
- Data entry using the College's systems including iSAMS and Microsoft Office 365
- Ensure database details are up to date and accurate
- General administrative duties including written correspondence
- Support other members of the department with ad hoc duties at peak times as required
- Assist in covering Reception function

“There is a strong team spirit and colleagues are always helpful and supportive. Specialist training is provided which means I am building a new set of skills, and there are opportunities for development. Staff well-being is given a high priority and being in a beautiful location makes coming to work a pleasure.”

Carolyn, Compliance Administrator

PERSONAL SPECIFICATION:

Qualifications and Training

Degree is desirable

Skills and Experience

Essential:

- Ability to communicate, both on the telephone and face-to-face, with a broad cross section of people
- Excellent written and verbal communication skills
- Excellent IT skills to include Microsoft Office (Outlook, Word, Excel and PowerPoint), internet and intranet knowledge
- Good typing skills
- Database management
- Absolute confidentiality, discretion and sensitivity
- Awareness of sales and meeting targets

Desirable:

- Previous experience in a busy, customer facing office environment
- Experience of working in a school setting

Personal Attributes

Essential

- Empathetic to the aim and objectives of a Catholic Benedictine education
- Excellent planning and organisational skills
- Confident with a high degree of motivation and 'can do' approach
- Calm and steady
- Be reliable and dependable
- Satisfy all criteria and checks relating to suitability to work in a school environment



“Ampleforth is very much a community in its own right and even as a part time staff member, I feel included, involved and that my work here is valued. The College team are friendly and supportive and it is clear that everybody here is passionate about their role. The College is unlike anywhere I have ever worked before, no two days are ever the same, and I really look forward to coming to work.”

Emma Darbyshire-Mezzanotte, Database Project Executive



“It has been rewarding, both professionally and personally, to have worked for almost 20 years in a place with a clear sense of purpose, collegiality, and a profound respect for cultural diversity whilst maintaining traditions and values which give it its unique character.”

Francisca Garcia-Ortega, Head of Spanish



Conditions of Employment

Hours: 41 hours per week, Monday to Friday 9am-5pm (30minutes lunch break) and Saturday morning 8:30am to 12pm (41 hours per week). This role is term time only plus 6 weeks, totaling 38 weeks per year.

Probationary period: 6 months

Salary: £24,779

Working Environment

Ampleforth is an enjoyable and stimulating place to work. Our staff body seeks to work to core values and codes of conduct developed from the Rule of St Benedict.

Benefits

- Group Personal Pension Scheme (which matches contributions up to 8%)
- Annual closed period between Christmas and New Year
- Affordable staff lodging (where available)
- Lunch during working hours (hot and cold choices)
- Discounted on-site Sports Centre membership
- Free car parking on-site
- E-Vehicle salary sacrifice scheme (pending)
- Cycle to work scheme
- 10% Staff discount at the Abbey Shop and Tearooms
- Bounty scheme for referral of new staff
- Employee assistance programme
- Death in Service Gratuity
- Fee remission (at Headmaster's discretion)

Staff Support & Welfare

Ampleforth takes the welfare, health and wellbeing of its staff seriously. Our beautiful grounds are well maintained and open to staff for walking and running. In addition to professional development, we endeavour to support all staff members to the very best of our ability. We operate family-friendly policies such as childcare voucher schemes, company maternity provisions (enhanced Statutory Maternity Pay) and flexible working opportunities. There is also an Employee Assistant Programme offering a free and confidential 24/7 support service. This service provides unlimited access to advice, information, coaching and counselling where appropriate. A Staff Chaplain is also available to offer advice and support.



Apply now

For more information or to discuss the role further, please contact the Human Resources department on 01439 766415 or employment@ampleforth.org.uk or Kate Pope, at kmp@ampleforth.org.uk

The Trust is committed to a policy of equal opportunity and will take every possible step to ensure fair and equal treatment of all. All Trust policies and practices will support the commitment to equality of opportunity in respect of any recruitment, and selection process. No member of staff or applicant will be unfairly disadvantaged by the Trust policies or practices.

Safeguarding and Child protection at Ampleforth College

The St Laurence Education Trust is committed to safeguarding children and promoting the welfare of children and young people. They expect all staff and volunteers to share this commitment and will ensure that all recruitment and selection practices and procedures reflect this commitment.

All successful candidates will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant employment check. All applicants, (regardless of position) are requested to read the Safeguarding Policy as part of our commitment to safeguarding of children

All posts at Ampleforth are exempt from the Rehabilitation of Offenders Act 1974. We therefore require applicants to declare all convictions, cautions and bindovers, including those regarded as 'spent'.

All information provided will be treated as confidential.

Our Safeguarding Policy can be accessed via our website. Any offer of employment is made subject to a full range of checks and satisfactory references.

The Application Process

If you have enjoyed reading about life here in the Ampleforth valley, and would like to join the team, we encourage you to apply. Applications should be made via our application form.

Please visit [Ampleforth College- Join the team](#) to start your application.

If you have any questions about the application process, please contact the HR Department on 01439 766415 or email employment@ampleforth.org.uk.

The interview process will take place in school. Further details will be provided once the shortlist has been agreed.

Closing date for applications Friday 15th May 2026

Interviews will take place on Thursday 21st March 2026

How to reach us

BY PUBLIC TRANSPORT

York

Board the Reliance Motors Services 31X bus towards Kirkbymoorside on Station Avenue. Exit bus at Ampleforth College and walk 0.2 miles to the College site.

Harrogate

Take the train from Harrogate station to York Station. Walk 280 yards to Station Avenue and board the Reliance Motors Services 31X bus towards Kirkbymoorside. Exit bus at Ampleforth College and walk 0.2 miles to the College site.

Middlesborough

Take the train from Middlesborough station to York Station. Walk 280 yards to Station Avenue and board the Reliance Motors Services 31X bus towards Kirkbymoorside. Exit bus at Ampleforth College and walk 0.2 miles to the College site.

BY CAR

Please use <https://what3words.com/couple.shoulders.autumn> or YO62 4EP for Sat Nav

York

- Via B1363 through Sutton-on-the-Forest, Brandsby and Osbaldwick – 21.9 miles
- Via A64 & B1257 through Stockton on the Forest, Welburn and Hovingham – 25.2 miles
- Via B1257 through Strensall, Terrington and Hovingham – 22.9 miles

Harrogate

- Via A170 through Ripley, Ripon and Thirsk – 36.1 miles
- Via A1(M) & A170 through Flaxby, Dishforth and Thirsk – 39.3 miles
- Via A6055 through Knaresborough, Helperby and Coxwold – 29.7 miles

Middlesborough

- Via A19 through Crathorne, Ingleby Arncliffe and Thirsk – 39.7 miles
- Via B1257 through Stokesley, Laskill and Helmsley – 32.9 miles
- Via A19 & A170 through Crathorne, Northallerton and Thirsk 43.8 miles





an Ampleforth education is
A Compass for Life



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