



Admissions Administrator

Starting Date: ASAP



**MAGDALEN
COLLEGE SCHOOL**

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS





Introduction

from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint.

Our success in public examinations, in securing places at top universities, and in an astonishing array of co-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent News will give you an impression of our school.

Thank you for your interest.

H. C. Pike



Working at MCS

There are many benefits to working at Magdalen College School. Founded in 1480 by William of Waynflete, the school has a rich history and an enviable location at the heart of Oxford beside the River Cherwell.

MCS is one of the country's leading independent day schools. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and serve.

The School will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a school that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 950 pupils, boys aged 7-18 and Sixth Form girls, and 350 members of staff who learn and work on the School's central Oxford site.

Academic

The pupils are a joy to teach – gifted academically and talented across a wide range of other pursuits. Pupils wear their considerable abilities lightly; they feel a very strong connection to their school, are kind to one another and are inquisitive and motivated. Public exam results see the school consistently placed among the most successful schools in the UK. In 2024, 44% of A Level grades were A*, 82% were A*-A and 95% were A*-B. At GCSE, 56% of grades were Grade 9, 79% were 9-8, 93% were 9-7 and 98% were 9-

6. Pupils are very successful in their university applications, with the vast majority gaining places at leading institutions, including around 25% gaining offers from Oxbridge.

Co-curricular

Co-curricular activities play a central role in life at MCS. The quality of the provision across sport, music and drama, as well as over 100 clubs and societies, is exceptional. There are around 40 music ensembles and over 70 concerts per year; some at MCS and some at venues around Oxford like the Sheldonian Theatre. There are 10-15 drama productions of various genre each year; some are performed at MCS, and some make use of theatres in Oxford such as the Playhouse and Burton Taylor. There is also a technical theatre academy. Sport is hugely popular and successful at MCS with a dual focus on participation and performance. Last year, 94% of all pupils represented the school in a competitive fixture and over the last few years we have won national titles in hockey, sailing and tennis. There are also numerous successes at local and regional level across all sports and a significant number of individual pupils are supported along talent pathways in various sports.

Pastoral

MCS places great value on the individual and is well-regarded for the quality of the pastoral care. Most teachers are also tutors, responsible for the day to day pastoral and academic care of their tutees under the leadership of the Heads of Year and Heads of Section. Tutor groups are organised through the house system which develops a sense of loyalty and identity and provides many opportunities for competitions from quizzing to football and from debating to singing. Our pupils are happy and have excellent relationships with each other and with members of staff.

Remuneration

This is an all-year-round full-time contract with 38.75 working hours per week 08:15-17:00, Mon-Fri with one hour (unpaid) lunch. The salary is £26,518 per annum.

Non-teaching staff are automatically enrolled/ can choose to enroll in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.



Benefits

There is a wide range of benefits available to staff, including a free lunch. The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. Tea and coffee are served in the SCR at morning break, and cakes and fruit are available at the end of the school day. Staff socials and guest night dinners are regular features of each term.

School fee remission is available for permanent members of staff whose sons and/or Sixth Form daughters are offered a place at the school following entrance tests

and interviews, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission is available pro rata for permanent MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.







The Role

The school is seeking to appoint a full-time Admissions Administrator.

The school is seeking to appoint an Admissions Administrator. The post holder will be a member of the team assisting the Registrar in the management of the process of admitting pupils to the School; this process includes initial enquiry, application, testing, interviews, offer of a place and induction to the School.

The School intends that every prospective parent and pupil should receive a bespoke, personal service that ensures that they feel well treated and have had a good experience whether or not they are eventually offered a place at MCS. It is the responsibility of the Registrar's team to ensure that these intentions are fulfilled.

The main duties of the post will include, but not be restricted to, the following:

- Responding to and documenting enquiries from prospective applicants
- Assisting with admissions correspondence, including preparation of induction material for new students
- Organising individual school visits
- Distributing prospectuses as required with appropriate covering letter
- Assisting with inputting and managing of key information

- for applicants in school database (iSAMS).
- Processing event bookings and issuing confirmations
- Assisting in organisation of and provision of materials for open days, induction and other events. Occasional Saturday work will be required (approximately 5 per year), for which time in lieu will be given. Approximately 5 evenings per year will be expected in addition. (No time in lieu is allocated for evening work).
- Assisting in the successful organisation of test and interview days in both the Senior and the Junior School
- Collating pupil ID information for checking at Induction and recording in school database (iSAMS)
- Supporting the Admissions and Marketing teams as and when reasonably required
- Assisting the Registrar and Admissions Team with production of literature, including Prospectuses and admissions information

The Candidate

The successful candidate will be able to demonstrate / have:

- Excellent interpersonal skills with all age groups and the ability to communicate confidently with parents, pupils and colleagues.

- First rate communication and organisational skills, with a strong attention to detail and a desire to produce work to a high standard (essential)
- Excellent time management and an ability to work under pressure and to deadlines
- A positive, cheerful attitude, and a willingness to become involved in the life of the School
- A flexible approach to work, given that some weekend and evening work will be required from time to time
- The initiative and the ability to work under pressure and to deadlines
- Good standard of written and spoken English and numeracy
- Strong IT skills, including Microsoft Word and Excel
- Administrative and database experience.



Life in Oxford

Located at Magdalen Bridge, with views toward both the city centre and east Oxford, MCS is close to a wealth of cultural, entertainment, and educational venues.

The City

Oxford, renowned as one of the world's most prestigious university cities, has a rich history dating back over a thousand years. Established in the early medieval period, the city grew around its strategic location on the River Thames, which facilitated trade and transportation. By the 12th century, it became an educational hub with the founding of the University of Oxford, the oldest university in the English-speaking world.

With its blend of ancient and modern, there is an abundance of activities to enjoy. Whether visiting one of the many historic buildings, colleges, or museums, dining in a restaurant, attending a performance, or exploring local boutiques, Oxford offers a diverse array of experiences for all interests.

The University

MCS shares many links with the University. Staff can enjoy free entry to the Oxford Botanic Garden and Harcourt Arboretum, watch our choristers perform evensong in Magdalen College Chapel, or use the University sports facilities on Iffley Road.

During the university's full term, Oxford buzzes with activity, hosting numerous talks, performances, fixtures, events, and celebrations throughout the academic year.

The Arts

Oxford is celebrated not only for its academic heritage but also for its vibrant cultural scene. The Ashmolean Museum, the oldest public museum in the UK, showcases art and archaeology from around the globe. The city's theatres, such as the Oxford Playhouse, offer a range of performances, while the annual Oxford Literary Festival attracts renowned authors and literary enthusiasts alike.

In June and July, the School hosts the Oxford Festival of the Arts, a multidisciplinary festival featuring events across the city. Each year, it offers a broad programme that embraces music, theatre, talks, comedy, film, literature, dance, art, photography, and more. OFA celebrates Oxford's diverse communities, offering something for everyone, regardless of age, background, or artistic experience. The festival's success is evident in its ability to attract nationally and internationally renowned artists

and performers, while also serving as an incubator for new works and arts-based initiatives.

Accommodation and transport

Oxford offers a wide range of accommodation options to suit various preferences and budgets. While many colleagues live in the city, a significant number choose to reside in surrounding villages and towns, which provide easy access to Oxford. Commuters benefit from an extensive bus network and park-and-ride services, and the school is well connected by dedicated cycle lanes from all directions. Additionally, Oxford's excellent rail links make it easy to reach London in just under an hour.



Partnerships and Professional Development

Partnerships

We aim to equip our pupils to make a positive and lasting contribution to their communities, both now and in the future.

Each year, the school coordinates and hosts a wide range of partnership projects and events, professional development meetings for fellow teachers, and academic, cultural, and sporting enrichment opportunities for local children. Key elements of this extensive programme include *The Bridge*, a Saturday school for Year 5 and 6 children; an academic extension programme in a range of science and humanities subjects; monthly partnership activity days; and weekly in-school extension classes in mathematics. In all these areas, we aim to support our community by fostering connections between people and by bringing them together in enriching, collaborative activities.

Community Service Organisation (CSO)

Through the school's Community Service Organisation (CSO), Lower Sixth pupils spend one afternoon each week volunteering in the community. Collectively, they volunteer over 7,500 hours each year. The placements vary, offering each pupil an opportunity to discover something that captures their imagination. Activities range from mentoring primary school pupils in Maths and English, running language clubs, providing

reading support, producing artwork for the walls of local hospitals, performing concerts in schools and care homes, to running practical science workshops in our teaching labs. Each year, a number of pupils choose to continue volunteering at their placements beyond the end of Lower Sixth.

Charity

Charity plays an increasingly important role in school life at MCS. Each year, the school votes to select a local charity to support, alongside our partnership school in Uganda, and every year group participates in fundraising activities.

The school's charity committee organises regular events to raise money and increase engagement across the school. Numerous staff and students take the initiative to hold their own fundraising efforts, from sponsored marathons and long-distance cycle rides to staff concerts, pupil-led talent shows, and House quizzes.

Professional Development

The school places a significant emphasis on the professional development of all staff. A half-termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in

the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching and Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques.

Early Career Teachers (ECTs) and the Waynfilete Teaching Certificate

The School has well-established procedures to support ECTs and is the regional hub for ISTIP ECT induction. The School also aims to offer teaching staff joining the school without a teaching qualification the opportunity to develop their teaching craft and reflect on their professional practice through a structured programme of training and support. For such colleagues, the school offers the Waynfilete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.





Application Process

Candidates wanting to apply to this vacancy should complete and submit the online application form no later than Midday on Thursday 25th September 2025.

Documentation

Candidates should submit their application form via the website. Click [here](#)

The complete application should be submitted no later than Thursday 25th September, at midday; early applications are highly encouraged.

References

References may be taken up in advance. If you do not wish for your references to be called for at this stage, please make that clear on the reference section of the application form.

Interviews

We anticipate holding interviews on Wednesday 1st October. We will be in contact with shortlisted candidates by telephone.

Please be aware that all shortlisted candidates will be requested to complete a 'Self-Disclosure' form before attending their interview.

We reserve the right to interview and appoint before the above dates.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant ID documentation and degree certificate(s). The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.



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