Pate's Grammar School



THE SUNDAY TIMES
SCHOOLS GUIDE 2026
STATE SECONDARY SCHOOL OF THE YEAR FOR ACADEMIC EXCELLENCE
SOUTH WEST

Admissions Administrator

Welcome



Thank you for your interest in working at Pate's Grammar School. Pate's is an inspiring school in which to teach, work and learn, and this role provides an exciting opportunity to join our dynamic team.

The roots of our educational approach at Pate's can be traced back to the bold and reforming instincts of our Founder, over 450 years ago. Today we encourage our students to challenge established thinking, discuss and debate new ideas and fresh perspectives, giving them a platform to lead the change they wish to see in the world.

At Pate's, high academic expectations are central to our purpose and we are proud of the achievements of all our students, which place Pate's amongst the best performing schools in the country at A Level and GCSE.

We are by no means focused solely on academic outcomes; we place equal importance on fulfilment beyond the classroom, and promote a culture of engagement and participation, in all areas of school life. Students thrive in our spirited and inclusive House system, and discover new passions and talents through our extensive range of co-curricular enrichment opportunities: clubs and societies, sport, drama, music, the arts and outdoor adventure.

Patesians - which include our staff - take great pride in belonging to our happy, purposeful and invested community. Pate's is a special place to work and learn.

The Pate's staff team is united in our collective purpose and positive, collaborative can-do culture. We celebrate the achievements and qualities of our staff, each of whom valuably contribute to the success of our students and school.

Our new Admissions Policy which came into effect from September 2026 is a fundamental pillar of our strategy to widen access to Pate's. We are placing a greater emphasis on serving the needs of our local community, particularly children facing disadvantage, and we are excited by all that this brings to strengthening our school culture of inclusivity and opportunity.

Pate's is the lead school for the Odyssey Teaching School Hub, and the wide range of opportunities for training and development that this offers is integral to our approach to staff professional learning. In addition to our Professional Learning Programme, our internal Coaching and Practitioner Enquiry cycles, and funded NPQs, we also offer many other benefits to working at Pate's, such as sabbaticals and secondments.

We look forward to receiving your application for this opportunity.

Dr James Richardson
Headteacher

Our School

Pate's Grammar School is a co-educational state-funded grammar school for students aged 11–18, set on a spacious, modern campus in west Cheltenham.

The school benefits from state-of-the-art facilities and extensive sports fields. We have 1,200 students on roll, including 500 students in the Sixth Form, and over 150 staff.

Founded in 1574, we are a school with a strong academic legacy and our co-curricular offer ensures our students can explore new interests and skills in a happy, vibrant and caring environment.

The *Outstanding* Ofsted report we received in March 2024 evidences in its detail that Pate's Grammar School delivers, in every respect, an outstanding educational experience. Our examination results see us as one of the top performing state-funded schools in the country; in the last few years, we have twice been awarded *National School of the Year* by The Sunday Times, and for the last two years named their *State Secondary School of the Year for Academic Performance in the South West.*

We support our students throughout their time with us, guiding them in their choices, intellectual and emotional development, to shape their own futures and outcomes for life beyond Pate's; our parent body and alumni community remain actively involved in school life for many years.

For more information on our school, please visit www.patesgs.org







"Pupils flourish in this nurturing environment.
Relationships between staff and pupils are built on mutual respect.
Pupils develop high levels of independence.
They show resilience and persevere when faced with challenges.
In this school everyone is accepted and cultural differences are celebrated."

Ofsted, March 2024

The Team & The Role

Exams and Admissions Team

Our Exams and Admissions Team is a small, friendly, and highly valued department at the heart of the school. Working collaboratively and supporting one another, the team provides an efficient, professional and welcoming service to students, parents, carers and staff.

The team oversees all aspects of student admissions, including Year 7 entry, in-year admissions for Years 7 to 11, and admissions to the Sixth Form. As one of the first points of contact for prospective families, the team plays an important role in ensuring a positive experience and helping families feel informed, supported and welcomed throughout the admissions process.

Alongside admissions, the team is responsible for the administration and delivery of all public and internal examinations, ensuring that these important processes run smoothly and effectively.

Through their expertise, attention to detail and commitment to excellent service, the team makes a significant contribution to the successful day to day running of our school.

Reporting to:
Head of Exams & Admissions

Responsible for:
Not applicable

Salary:
Salary Scale Point Range 10 – 14 (£9,925.04 - £10,586.61 actual, £28,608 - £30,515 FTE)

Hours:
15 hours per week, term time only, plus 37 hours per week from GCSE results day to the start of the new academic year (date to be confirmed each academic year, for 2027 this would be Thursday 19 August 2027 to Tuesday 1 September 2027), excluding the Bank Holiday. We are happy to discuss this arrangement at interview.

Please note these additional hours will be paid in addition to the salary stated above.

Starting: As soon as possible.



Job Description

Job Description

As a key member of our Exams and Admissions Team, you'll play an essential role in shaping the experience of prospective students and families as they join our school community. Admissions is a key function within our school, and in this role you'll be at the heart of ensuring every applicant receives a professional, welcoming and efficient experience from initial enquiry through to enrolment. Working closely with colleagues across the school, you'll support the smooth delivery of admissions processes and help ensure that students are able to make a positive and successful transition into life at Pate's.

Your day to day work will be varied and rewarding. You'll coordinate admissions processes for both Year 7 and Sixth Form entry, acting as a key point of contact for parents, students, feeder schools, local authorities and external agencies. You'll manage admissions records and communications, support entrance testing and enrolment activities, coordinate induction and transition arrangements, and contribute to a range of admissions events throughout the year. You'll also work closely with colleagues to ensure admissions data is accurate, processes are compliant and families receive a high standard of service throughout their journey.

We're looking for someone with excellent organisational and communication skills, strong attention to detail and the ability to manage multiple priorities effectively. You should be confident using IT systems, able to handle confidential information sensitively and committed to delivering outstanding customer service. Previous administrative experience is essential, and experience within an educational setting would be advantageous, although not required. Most importantly, you'll be proactive, professional and enjoy building positive relationships with a wide range of stakeholders.

Joining our Exams and Admissions Team means becoming part of a collaborative and supportive department that plays a vital role in welcoming the next generation of Pate's students. If you enjoy working in a people focused role where your contribution has a direct and lasting impact, we'd love to hear from you.

We look forward to receiving your application.



Core Responsibilities

Year 7 Admissions

- Support the administration of the school's entrance test.
- Coordinate induction and transition arrangements for incoming Year 7 students.
- Support communications with feeder primary schools and parents.
- Support open evenings and admissions events.

Sixth Form Admissions

- Manage enquiries from internal and external applicants.
- Administer applications from initial enquiry through to enrolment.
- Coordinate communications around entry requirements and subject choices.
- Track offers, acceptances and enrolment data.
- Support Sixth Form open evenings, taster days and enrolment events.
- Support GCSE Results Day admissions activity.

Administrative and Data Responsibilities

- Maintain accurate admissions records.
- Produce reports for senior leaders and governors on application numbers and trends.
- Maintain waiting lists and admissions documentation.
- Manage admissions inboxes, telephone enquiries and correspondence.

Events and Customer Service

- Support admissions events throughout the year.
- Represent the school professionally to parents and external stakeholders.
- Deliver a high-quality applicant and parent experience from first enquiry to enrolment

Other duties

- Support the wider work of the Exams and Admissions Team as and when required.

Person Specification

The successful candidate will have the following key skills and attributes:

	Essential	Desirable
Qualifications/Attainment		
No specific qualifications are required for this role.		
Experience, Skills and Knowledge		
Previous administrative experience in a busy office environment.	Y	
Excellent organisational skills and attention to detail.	Y	
Strong written and verbal communication skills.	Y	
Experience managing confidential and sensitive information.	Y	
High level of IT competence, particularly Microsoft Office.	Y	
Experience maintaining databases and records.	Y	
Ability to prioritise multiple deadlines and work independently.	Y	
Excellent customer service skills when dealing with parents, students and external agencies.	Y	
Experience working in a school or educational environment and using school systems.		Y
Understanding of the School Admissions Code.		Y
Experience coordinating events.		Y
Familiarity with data analysis and reporting.		Y
Personal Qualities		
Demonstrates commitment, reliability and integrity.	Y	
Has energy and resilience.	Y	
Can prioritise effectively.	Y	
A proactive approach to work.	Y	
Is flexible and adaptable to changing circumstances and new ideas.	Y	

All staff at Pate's Grammar School are expected to:

- Work towards and support the school vision and objectives outlined in the School Development Plan.
- Commit to safeguarding and promoting the welfare of children and young people.
- Be passionate about improving the quality of education for young people.
- Carry out the duties and responsibilities of the post in accordance with Pate's policies, ethos, aims and legislative requirements at all times.
- Maintain high professional standards and positive relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Engage in wider school life.
- Undertake other reasonable duties as required from time to time.

Working at Pate's

We are pleased to offer excellent working conditions and a wide range of benefits, including:

Pensions

All staff have access to a pension scheme, the Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for support staff.

Employee Assistance Programme

All staff have access to an Employee Assistance Programme, offering a wide range of benefits, advice and support.

Cycle to Work Scheme

This scheme can save you up to 42% on a bike and accessories, with payments taken tax efficiently from your salary.

Eye Care

Staff may be reimbursed for the costs of eye-sight tests and receive contributions towards glasses (dependent on eligibility).

Flu Vaccinations

We offer annual flu vaccinations for all staff.

Parking

Free on site parking.

Library

Pate's has two libraries and all staff become a full borrowing member on joining.

Training and Development

Extensive professional development opportunities for all staff.









How To Apply

Please complete the **Application Form** (click the link). Along with your completed application form, please provide a **Letter of Application** indicating how your values, previous or current responsibilities and/or experience are particularly relevant to this post, and indicating what you can offer to Pate's Grammar School. Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.

Please email your completed Application Form and Letter of Application to **jobs@patesgs.org**

Closing date for applications:

Tuesday 1 December 2026 (9.00am)

Interview date:

Wednesday 9 December 2026

If you have any questions or wish to seek additional information, arrange an informal chat or tour of the school, please email our Head of HR, Jane Hodgson-Lewis at **jobs@patesgs.org**

We look forward to receiving your application.

Candidates who are invited to interview will be required to bring original identification documents and proof of eligibility to work/reside in the UK (if applicable), as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.







Safeguarding

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment, and applicants must be willing to undergo relevant checks appropriate to the post, including checks with the Disclosure and Barring Service.

Pate's Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, students and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.

"To me, being a Patesian means being a part of a countless number of smaller communities. There's the whole school community, deeply rooted in our history and by tradition. Then within this, there's the different senses of pride and belonging achieved by the House system, music bands, sports teams, societies and so on... It's a combination of all these that truly embody the Pate's community and is what being a Patesian really means."

Natalie, Year 12

Pate's Grammar School

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