

LONDON PARK SCHOOLS

● MAYFAIR ● SIXTH ● CLAPHAM

HYBRID @ LPS MAYFAIR

HYBRID @ LPS SIXTH

Admissions Assistant

with specific oversight and responsibility for Hybrid @ LPS Mayfair & LPS Sixth

As our Admissions Assistant, you will take an active operational role in supporting the work of London Park Schools' Admissions and Marketing Department, joining at an exciting time as we head towards the transition from Eaton Square Senior and Eaton Square Sixth to London Park School Mayfair and London Park Sixth in September 2024. More specifically, we need someone who can work within the broader Admissions team, stepping in when needed, but taking specific ownership and responsibility for Admissions to our Hybrid stream at LPS Mayfair and LPS Sixth, opening in September 2024

This newly created role presents an exciting opportunity for an someone with excellent administrative and communication skills to be part of the future vision of London Park Schools as we grow and develop our offering.

The Admissions Assistant will support the team with all aspects of recruitment, assessment and retention, delivering exemplary customer service and working closely with the Admissions Manager for LPS Mayfair and Sixth, the Hybrid team and the broader LPS Admissions and Marketing team.

An appreciation and understanding of independent education is important and previous work within an Admissions function would be desirable, but not essential. Knowledge and demonstrable skills in managing databases and admissions systems would be highly desirable, particularly Salesforce and iSAMs – although training is provided. Excellent written and verbal communication and a good knowledge of Microsoft 365 is important.

This is a role which would suit someone looking for a high degree of autonomy and flexibility as the role lends itself to working remotely with occasional time in school – e.g. for Open Events and to help out at particularly busy times.

Hybrid learning is an exciting option within an exciting group of schools. We do hope you would like to join us in helping to develop and grow this exciting offer.

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Line Management: Head of Admissions & Marketing LPS Group, & Admissions Manager, LPS Mayfair & Sixth.

Contract: Permanent / part-time

Hours of Work: 20 hours per week – all year round. Flexible working within school hours. There may occasionally be a need to work at events at weekends and in the evenings for which Time Off In Lieu will be mutually agreed

Place of Work: Hybrid – but with at least one in-person contact point during the week – either at LPS Sixth (79 Eccleston Square SW1 or 106 Piccadilly W1). In-person attendance at Hybrid Open Mornings would also be expected.

Annual Leave: Pro-rata from full time allocation of 25 days + bank holidays.

Start Date: As soon as possible

Salary: £37,500 FTE – Actual - £18,750

About the Admissions Assistant Role

Working under the direction of the Admissions Manager and Head of Admissions and Marketing across all aspects of the LPS and Hybrid admissions process, the Admissions Assistant will be responsible for ensuring the smooth running and successful completion of the Hybrid admissions process, from initial enquiry through to students joining the school. This role is pivotal in ensuring that Hybrid @ LPS Mayfair and LPS Sixth grows and works within and alongside the community of day students to agreed targets whilst ensuring all families receive personal attention.

Main Areas of Responsibility

- To take primary responsibility for the administration and management of the Hybrid Admissions process, working closely with the Hybrid team.
- In doing this, to support the Head of Marketing & Admissions and Admissions Manager in delivering an efficient, professional and welcoming admissions service to all stakeholders.
- To deal professionally and efficiently with telephone, email and face-to-face enquiries to ensure that all applicants receive a positive impression of the school.
- To write accurate and appropriate emails and letters at all stages of the admissions process, ranging from individual responses to preparing mail-merged mail-outs.
- To help with the organisation of events such as Open Days and induction events
- To assist in processing applications in Salesforce and iSAMS in accordance with required procedures from initial application through to offer and acceptance.
- To assist in maintaining a comprehensive enquiries database/record – including enquiries received via Eventbrite for Open Events
- To compile statistical information and student lists and information as required.
- To attend admission meetings

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About London Park Schools

Under the Principalship and direction of Mrs Suzie Longstaff, ex-Head of Putney High, along with the Heads of LPS Mayfair & Sixth, Dr Adrian Rainbow, the Head of LPS Clapham, Mrs Susan Brooks and the Head of the Sixth form, Mr Nathan Mountford, London Park Schools aims to offer something different in the London day secondary sector.

Smaller in size but not in scope, each school works individually and collaboratively to offer a more personalised senior educational experience that brings out the best in each individual student. Forward-facing, agile and innovative, we offer the best of both worlds.

The LPS Manifesto:

AT LONDON PARK SCHOOLS WE BELIEVE IN FRESH THINKING AND A NEW APPROACH TO EDUCATION

WE'RE CHALLENGING OUTDATED IDEAS TO BUILD A NEW AND BETTER WAY TO INSPIRE AND ENGAGE YOUNG PEOPLE THROUGH SMALLER AND MORE PERSONALISED LEARNING.

WE BRING TOGETHER IMAGINATION AND TECHNOLOGY EXPERIENCE AND IDEAS, TO CHAMPION CHILDREN, AND EMPOWER EXCELLENCE IN EVERY FORM.

WE'RE COACHING A NEW GENERATION OF YOUNG THINKERS HELPING THEM ENTER THE WORLD AS GLOBAL CITIZENS, THOUGHTFUL, ARTICULATE AND KIND.

EXAMS ARE PART OF THE JOURNEY BUT NOT THE DESTINATION

WE DESIGN BIG PICTURE LEARNING DELIVERED WITH CARE.
IN AN ENVIRONMENT THAT DELIGHTS.

WE ARE LONDON PARK SCHOOLS,
A BREATH OF FRESH AIR.

Hybrid @ London Park Schools

Hybrid is a natural extension of LPS's forward thinking stance and we are delighted to be the first school within the Dukes Education family to be offering this exciting concept.

Hybrid @ LPS Mayfair will offer four days teaching on-line with one day a week in school – centred around practical subjects such as sport, science, art and drama. A Sixth form option is available.

For many families, hybrid is a welcome change to the rigidity of school models. Hybrid attracts a wide range of families and past students have included budding sports stars with heavy training regimes, home schooled students migrating back towards

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integration into a school community, and many students and families who simply prefer to learn this way.

The flexible curriculum and independent study sessions give students breathing space. The ethos is one of warmth, flexibility and care and there is an explicit focus on nurturing each student, ensuring they feel heard and known is at the heart of everything.

Expert teachers deliver remote lessons to a very high standard. Class sizes are deliberately small, and students receive a great deal of personalised feedback and attention. Students have the benefit of joining a full school community at least once a week, helping them get the best of both worlds, online and in person. Sports teams, shows, trips, clubs and all the aspects of school life that enrich are available.

Working for LPS

You will join a friendly team – both within the group, and within LPS Mayfair and Sixth. Free lunches are provided during term-time and there is a warm and supportive community.

Being part of the LPS group means also being part of Dukes Education with regular training and support and opportunities to learn, grow and develop.

About Our Schools

Hybrid @ LPS is only running at Mayfair and the Sixth Form.

LONDON PARK SCHOOL MAYFAIR

LPS Mayfair offers a warm, inclusive, and stimulating learning environment for students aged 11-16 and a seamless transition to our Sixth Form, located in Belgravia, for students looking to continue their education to A Levels.

Part of the wider London Park Schools group offering a breath of fresh air in an increasingly over-pressurised London market, it leverages the power of its smaller size to deliver ‘bigger thinking’. Each LPS school maintains its unique identity while sharing core values and participating in collaborative activities and initiatives with its sibling schools.

In 2024 we will also be offering Hybrid@LPS – a new, inclusive, learning stream that combines on-line learning with one day in-school.

The Curriculum:

We believe in learning by doing and encourage hands-on experiences, enabling students to reflect on their actions and learn from their mistakes to make learning relevant and

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meaningful. Our approach is centred on a coaching culture, where inspiration, engagement, and motivation drive creativity, enjoyment, and performance.

Sport and P.E:

We encourage students to enjoy being active and offer a wide range of sports and physical activities, supported by a comprehensive GCSE PE programme. Through tournaments, fixtures, and elite performance pathways, students can excel both on and off the field.

The Creative Arts:

Our Music, Arts, and Drama classes help students to express themselves creatively. Whether it's through group or individual tuition, we encourage artistic expression and teamwork. Our annual MADness festival celebrates the creative talents of our students across all year groups.

Pastoral Care, Well-being, and Support:

As a smaller school, a positive, vibrant community with strong student voice really matters. Pastoral care is the golden thread that runs through all we do, ensuring that every student feels valued and heard, and our wonderful Learning Enrichment team is on hand to help empower all students to navigate life's challenges with confidence and resilience.

Admissions:

Main entry is Year 7 with an additional intake in Year 9. Designed to be more humane, we use existing digital data, a sample of creative writing, a confidential reference, and our own 'Discovery Day' to find 'the right fit' rather than relying on the stress of an entrance exam.

Philosophy:

Central to our ethos is a focus on pastoral care and individualised support, where every student is valued and empowered to navigate life's challenges with confidence and resilience. Our coaching culture inspires creativity, engagement, and personal development.

Outstanding Characteristics:

London Park School Mayfair embraces and reflects London's diversity, creativity, and passion, delivering a modern, compassionate and individualised education within an awe-inspiring Grade 1 listed building in the heart of the capital. As part of the wider Dukes Education family, we take advantage of the many wider opportunities available too.

LONDON PARK SCHOOL SIXTH FORM

Ethos:

We provide a transformative experience for all our students in a smaller, community-oriented environment. We aim not only to prepare them for the rigours of A levels and further education but also to equip them with the wider life skills necessary to flourish in their chosen career paths.

In 2024 we will also be offering Hybrid@LPS – a new, inclusive, on-line learning programme combined with one day on-site.

Goals:

We strive to future-proof our students with both academic and social skills, develop resilience and courage in their learning journeys, and provide excellent pastoral and academic support. We are committed to embedding digital learning and AI across our curriculum, promoting organic leadership among students, and fostering an environment where every voice is heard and valued.

Academic Programme:

Our academic programme offers a wide range of A-level subjects, ensuring that students can explore their interests and passions. From Art & Design, to maths, Science and Psychology, our curriculum is designed to challenge and inspire students to excel academically.

Extended Project Qualification (EPQ):

All students can take the EPQ, an independently researched qualification that allows them to delve into a topic of their choice. Highly regarded by university admissions tutors and employers, the EPQ provides students with valuable research and analytical skills.

University Visits and Workshops:

To broaden their horizons and challenge their learning, all students are offered a wide range of trips and workshops at universities in London and further afield. We prepare for universities in the UK, US and Europe.

Dukes Education: We make use of our membership of the broader Dukes community with access to specialist careers and university preparation services.

Sport, Support, and Wellbeing:

Students are given membership of the local Queen Mother Sports Centre and participate in the broader school sports teams as well – including our whole-group sports day. Wellbeing is baked into our Sixth Form experience to ensure we provide a supportive environment where students can thrive both academically and personally.

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PSHCE Curriculum:

Over two years, students follow a bespoke PSHCE curriculum focusing on research skills, preparation for university, interviews, careers, financial wellness, and emotional wellbeing. We equip students with the knowledge and skills they need to navigate life beyond school successfully.

Guest Speakers:

We regularly invite speakers from various industries to engage and challenge our students, providing them with valuable insights into the real world and potential career paths.

Enrichment and Service:

Students can participate in a variety of enrichment activities, including clubs/societies, business enterprise projects, volunteering and mentoring programs, Model United Nations (MUN), and Duke of Edinburgh (Silver) expeditions.

In Summary:

LPS Sixth brings together students from the two LPS schools in Clapham and Mayfair as well as welcoming students from other schools to provide a stimulating, vibrant, and welcoming stepping stone from school to university.