



**Admissions Officer**  
**Permanent Contract: Full-Time 9 am – 4pm**  
**Commencing ASAP**  
**Closing Date for Applications: 24<sup>th</sup> January at 12 noon**

We are currently seeking to appoint a highly motivated Admissions Officer who will be responsible for the admissions and administration from enquiry to entry.

Working closely with the Marketing and Admissions Manager to process initial enquiries of prospective joiners in a timely manner, through to the pupils starting school with completion of all associated administrative, compliance and legal records. The role requires highly developed interpersonal skills and the ability to meet applicant expectations.

We offer a friendly and thriving school environment, a great team of staff and a commitment to continuing professional development.

Please visit our website and follow the About Us – Job Vacancies to learn more about us and download an application form. Please return your application form to:

Miss Natalie Mills, Recruitment Manager  
Hydesville Tower School  
25 Broadway North  
Walsall  
WS1 2QG  
[natalie.mills@cognita.com](mailto:natalie.mills@cognita.com)

**Follow these links to explore opportunities at our school:**

Video introduction: <https://youtu.be/vcSYMif3P6U>  
Website: <https://www.hydesville.com/>  
Twitter: <https://twitter.com/HydesvilleTower/>  
Facebook: <https://www.facebook.com/hydesvilletowerschool/>

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country in the past 10 years) and your country of origin.*