




THE SUNDAY TIMES
—
SCHOOLS GUIDE
2025
—
INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
NORTH EAST

Admissions Officer
Full Time





Welcome to Durham High School

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents are shine, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve the highest GCSE and A Level results in County Durham.

In December, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer.

Up until several years ago, boys attended Durham High School for their Pre-Prep and Prep education before moving onto different schools. As part of our school's journey towards co-education in the new academic year, we are excited to introduce a phased move to co-education throughout: from Nursery to Year 6 by September 2025, and from Year 7 to Sixth Form by September 2026.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our recent strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.



Mrs Michelle Hill
Headmistress



About Durham High School

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Durham High School is one of the leading independent schools in the North East of England, renowned for our academic excellence, supportive community, and commitment to nurturing every pupil's potential. We are proud of our heritage and excited about our future, as we continue to grow and flourish

Our location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.

Our heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18. From September 2025 we are proud to be a coeducational school.

During the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.





The Position

The Opportunity

We are seeking a warm, enthusiastic and highly organised Admissions Officer to join our Marketing & Admissions team. This is an exciting opportunity to play a pivotal role in supporting new families to join our school; and, ensuring that every prospective parent and pupil experiences the very best of Durham High School from the first point of contact.

As Admissions Officer, you will be at the heart of the school's growth and success. You will act as the first point of contact for prospective families, guiding them through the admissions journey with care and professionalism, and ensuring that every interaction reflects the values and spirit of our school.



Why Join Us?

This is more than just an administrative role – it's an opportunity to shape the future of Durham High School by helping families take their first step into our community. You'll be joining a supportive and dedicated team, working in a friendly and welcoming environment where your contribution will make a real difference.

Benefits

The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils
- Royal London defined contribution pension scheme
- Free onsite parking
- Lunch provided each day during term time
- Up to 50% staff fee remission scheme for staff children from Reception to Sixth Form
- Blue Light reward card
- Access to school counsellor



Job Description & Person Specification

Remuneration; DHS SS24-27 (£25,130.78 - £27, 561.64) Scale depending on experience

Accountable to the Director of Marketing and Admissions

Key Responsibilities:

Maximise the potential of all pupils in the class

- Manage all aspects of the admissions process, from initial enquiry to enrolment.
- Provide a warm, personalised and professional welcome to prospective families, offering guidance and support throughout their admissions journey.
- Organise school tours, open events and taster days, ensuring every family leaves with a positive and lasting impression of Durham High School.
- Maintain accurate admissions records and manage correspondence efficiently.
- Working with Senior Leaders and Heads of Department, coordinate the smooth running of entrance assessments, scholarship assessments;
- Work with our Finance team to ensure families seeking bursary support are processed efficiently.
- Work closely with the Director of Marketing & Admissions, the Headmistress, senior leaders and marketing team to ensure admissions strategies are effectively implemented and targets are met.

About You

We are looking for someone who is:

- Warm, approachable and an excellent communicator, with strong interpersonal skills.
- Highly organised, detail-oriented and able to manage multiple tasks and deadlines.
- A confident representative of the school, able to convey its ethos and values with authenticity and enthusiasm.
- Skilled in using IT systems and comfortable working with data.
- Experienced in admissions, customer service, or a similar client-facing role (experience in education would be an advantage but is not essential).





How to Apply

Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.

Your application should be addressed for the attention of the Headmistress and sent to headmistress@durhamhighschool.com

Closing date for applications: Sunday 9 November 2025, 5pm.

Interviews will take place Friday 14 November.

Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure and Prohibition from teaching and management check.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education ' document (September 2025).

Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.





Durham Education Limited is part of The Galaxy Global Education Group and is registered in England, Company No. 15934079

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