



CHARTERHOUSE
LAGOS



ADMISSIONS OFFICER



Admissions Officer

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking an Admissions Officer who will support the admissions process, providing a smooth experience from inquiry to enrolment, and stakeholder relationship management.

Job Description

Position: Admissions Officer
Reporting to: Admissions Manager
Collaboration: All Staff, Students and Parents.
Position Type: Full-Time (including some weekends and evenings as required)

Role Overview: This role is responsible for providing highly effective data management, documentation, school tours, and general administration duties, assisting the team to enrol the target number of qualifying students into the school each year and delivering a seamless experience for parents and children.

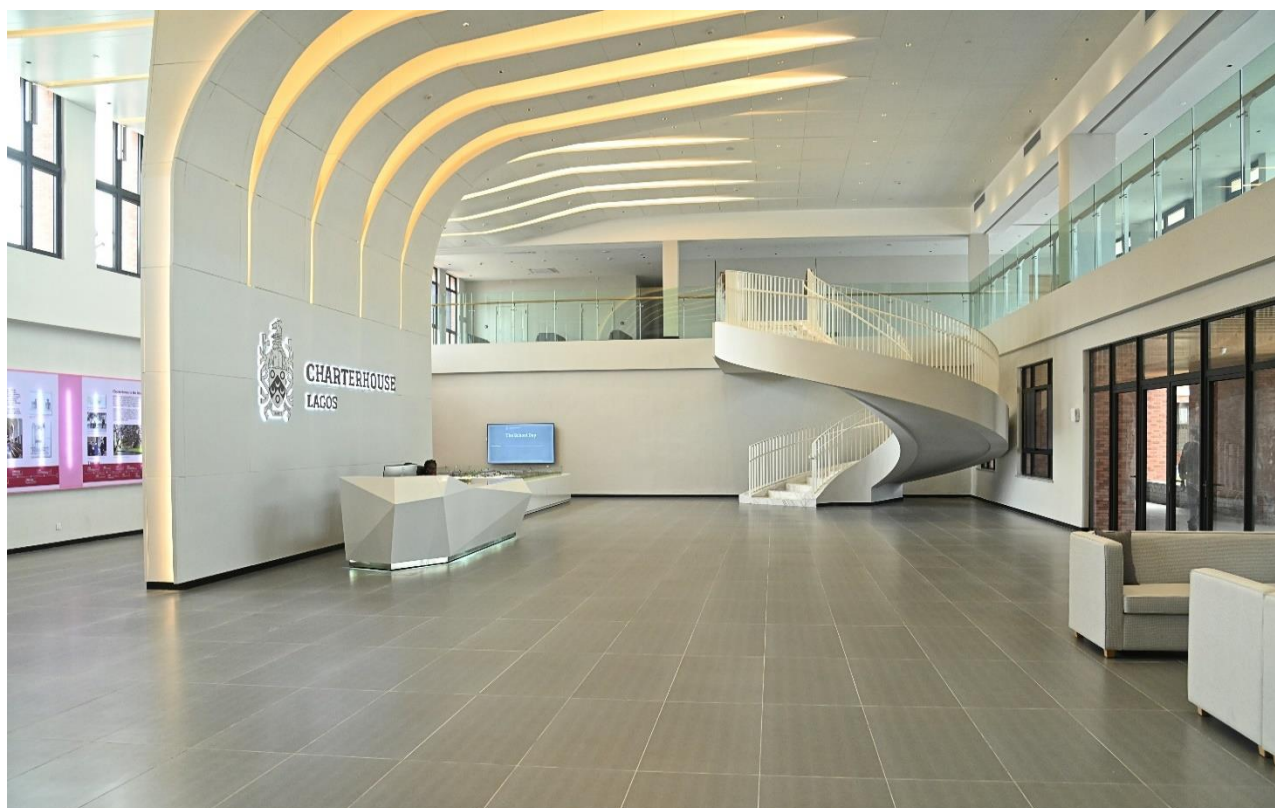
Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





CHARTERHOUSE LAGOS

Qualifications and Experience	Essential	Desirable
Bachelor's degree in education, business, marketing, or a related field.	Yes	
One to two years working experience.	Yes	
Previous experience in admissions, student recruitment, customer service, or a related role.	Yes	
Skills & Competencies		
Excellent interpersonal skills and the ability to build relationships with prospective parents, and educational consultants.	Yes	
Strong written and verbal communication skills.	Yes	
Proficiency in using office software (e.g., Microsoft Office Suite).	Yes	
Detail-oriented and highly organized, with the ability to manage multiple tasks and prioritize workload effectively.	Yes	
Professional appearance and demeanour.	Yes	
Knowledge of international education systems, admission requirements, and processes.		Yes
Personal Attributes		
Charismatic, empathetic, and a good listener.	Yes	
Adaptability and the ability to work in a fast-paced environment.	Yes	
Problem-solving skills and the ability to remain calm under pressure.	Yes	
Discretion and the ability to handle sensitive information confidentially.	Yes	
Team player with a positive attitude.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
A drive for excellence, an appreciation of the importance of education and an understanding and appreciation of the aims, mission and values of the school.	Yes	





Key Responsibilities	
1.	Student Recruitment:
i.	Collaborate with the Communications and Marketing team to execute targeted marketing campaigns, participate in recruitment events, and build relationships with parents and other stakeholders.
2.	Customer Service:
i.	Provide excellent customer service to prospective parents throughout the admissions process.
ii.	Respond to inquiries promptly and professionally and provide accurate and detailed information about the school's curriculum, admissions requirements, and application procedures.
iii.	Address concerns, overcome objections, and maintain a positive and professional image of the school.
3.	Student Assessment:
i.	Coordinate and administer student testing and assessment procedures, including entrance exams, interviews, and language proficiency tests.
ii.	Ensure that testing materials are prepared, test schedules are organized, and results are accurately recorded and communicated to relevant parties.
4.	Application Process Management:
i.	Assist in managing the admissions application process, including collecting and organizing application materials, tracking applicant status, and ensuring all necessary documentation is complete.
ii.	Work with team members to review and evaluate applications, ensuring adherence to established criteria and timelines.
5.	Collaboration and Scheduling:
i.	Schedule and conduct family visits providing personalised tours, answering questions, and highlighting the unique aspects of the school.
ii.	Collaborate with various departments to ensure these events are well-planned, executed smoothly, and provide a positive experience for prospective families.
6.	Database Management:
i.	Maintain accurate and up-to-date student information and admissions related data in the school's management information system.
ii.	Generate reports and assist in analysing enrolment trends and patterns. Ensure data integrity and support the development of a comprehensive prospect and applicant tracking system.



CHARTERHOUSE
LAGOS



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we are looking forward to adding Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



**CHARTERHOUSE
LAGOS**



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required by the schedule. Accommodation is NOT available.

Salary

Competitive

Professional Development

Professional and international working environment. Professional Development and training opportunities.

Pension

Benefits including pension and health insurance.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August- July, in line with the academic year and entitlement is 21 days leave, taken in agreement with your manager. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

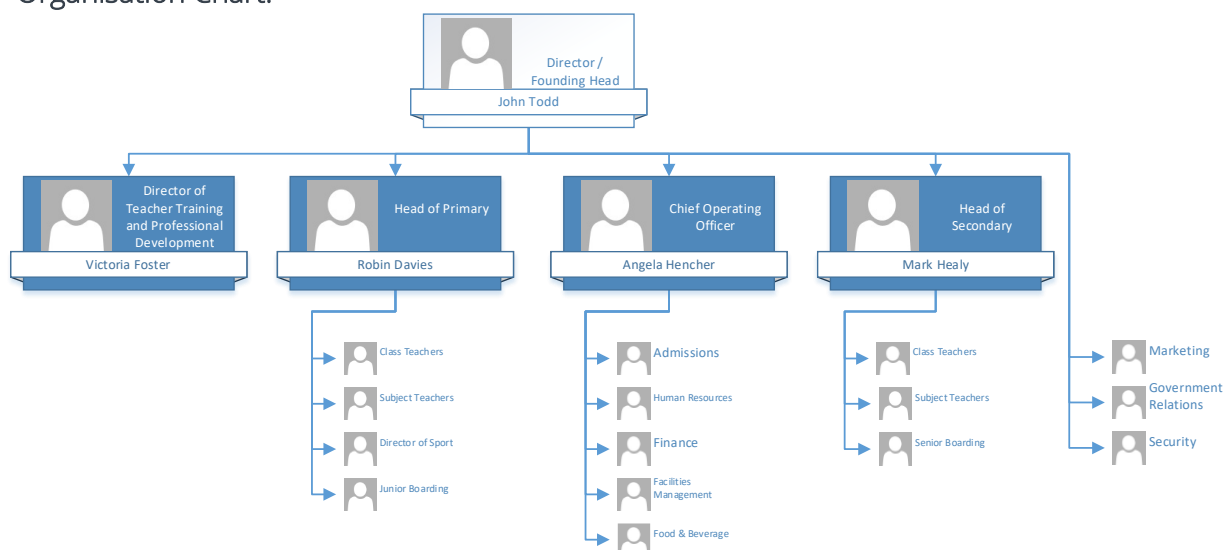
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT
PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.