

Job Description

International University Administrator

Effective Date:	2026-27 (Revised Annually)
Job Level:	Local Hire Position
Responsible to:	Head of Sixth Form
Supervisory Responsible:	N/A
Working Hours:	7.15am to 3.00pm. In addition to this all employees should attend whole school staff meetings when calendered. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration.
Annual Leave:	8 weeks holiday per annum to be taken as agreed in advance with your Line Manager. Annual leave approval will be based on the needs of the school and its operations. Annual leave is to be taken as follows: during Winter Break when the school site is closed and the remaining holiday must be taken during the official school holidays. However, it cannot be taken during new staff orientation week or INSET week, as you will be required to support the Head and Deputy Heads of Senior School with the administration of A-Level and GCSE results.

Main Purpose of the Position and Key Responsibilities

- **Specialist Advice:** Act as the primary point of contact for students and parents regarding university systems outside the UK and USA (e.g., Canada, Netherlands, Germany, Australia, Hong Kong, etc.). Stay updated on the global job market and conduct 1-to-1 supporting conversations to help students align their university applications with their long-term professional ambitions.
- **Application Management:** Guide students through various portals (e.g., OUAC, Studielink) and direct-to-institution applications, ensuring all deadlines and entry requirements are met.
- **Documentation:** Prepare transcripts for all students (regardless of destination) and coordinate other documentation tailored to specific international formats.
- **Unifrog:** To manage the Unifrog system and be responsible for ensuring that students and teachers in the Senior school are provided with login information.
- **Research Workshops:** Lead sessions for Year 12 and 13 students and their parents on how to research destinations and programmes, scholarships, tuition fees, visa requirements and language of instruction.
- **Industry Networking:** Build a database of local and international internship opportunities or work experience placements for Sixth Form students. Organise external speakers to deliver assemblies/talks on careers.
- **Alumni:** Organise alumni visits, should any alumni wish to return to visit BSM.

- **University Fairs:** Lead the planning and execution of onsite and online university fairs, communicating with admissions officers from global institutions to engage with the BSM Sixth Form community.
- **Gatsby Benchmarks:** Create and keep a comprehensive log of all student experiences linked to the Gatsby Benchmarks. Work with KSL and PSHE Co-ordinator to ensure that all areas of the Gatsby Benchmarks are offered to our students, where possible in our context.

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.
- To manage the performance development of the senior school office team by leading, evaluating, supporting and celebrating good practice and identifying areas for improvement

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

Person Specification

Requirement	Essential	Desirable
Education	Bachelor’s Degree in a relevant field.	Post-graduate qualification in Careers Guidance.
Experience	Experience in a school or university admissions environment.	Specific experience with global university systems.
Skills	Exceptional organisational, IT and project management skills.	

Communication	Ability to present confidently to large groups of parents and students.	
Personal Attributes	A "global mindset" with a passion for international education.	A creative flair for event planning and student engagement.

Note
This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____