



WILLIAM CLARENCE

EDUCATION

Job Title

School Placement consultant - Part time/ London, remote

The Company

William Clarence Education is one of the UK's leading education advisory and consultancy services, advising families on every aspect of their educational journey.

Our business is built around the quality and integrity of our people. With close links to former Heads of Schools and senior figures within the education industry we are proud to offer expert advice that puts each child at the centre of the process. We work with clients from all around the world, dealing last year with clients from 18 different countries. We support British expat families moving back to the UK after a period abroad, or international families having their first contact with the UK education system.

Our suite of service offering begins with nursery advice for our clients with young families, through to prep and senior school placement. For older students, we offer full UK University and US College Admission placement programmes, as well as tailored Oxbridge and Medicine Application support.

The Role

This is a freelance position reporting to the Head of UK School Admissions. You will manage a client relationship from start to finish across all aspects of school placement from assessment, school lists and advice, school liaison, visits, admissions timelines, exam and interview preparation with tuition partners and final placement.

Responsibilities

- Managing the family and their expectations
- Exceptional customer service.
- Liaison with school admissions offices
- Administration involved with school applications
- Ability to assess pupils academically desirable
- Up to date knowledge of school entrance requirements
- Managing school entrance timelines

The Person

- An in depth firsthand knowledge of the UK independent education system, ideally with a background of either school admissions or school advice/ placements
- Experience with interacting and dealing with international parents and or high net worth individuals
- A calm, warm and reassuring personality best suited to our business and client base.

Remuneration

- Competitive in line with experience

Applications

Please send all covering letters and CV's to info@williamclarence.com

Closing date: 1 March 2022