



CHARTERHOUSE
LAGOS



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ADMISSIONS INTERN



Admissions Intern

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 a motivated and detail-oriented Admissions Intern to support our Admissions Team in student recruitment and enrolment processes.

Job Description

Position: Admissions Intern
Reporting to: Admissions Manager
Department: Communication, Admissions and Marketing
Position Type: Full-Time

Role Overview: This internship is an excellent opportunity for individuals interested in education administration, student services, or marketing to gain hands-on experience in a dynamic school environment

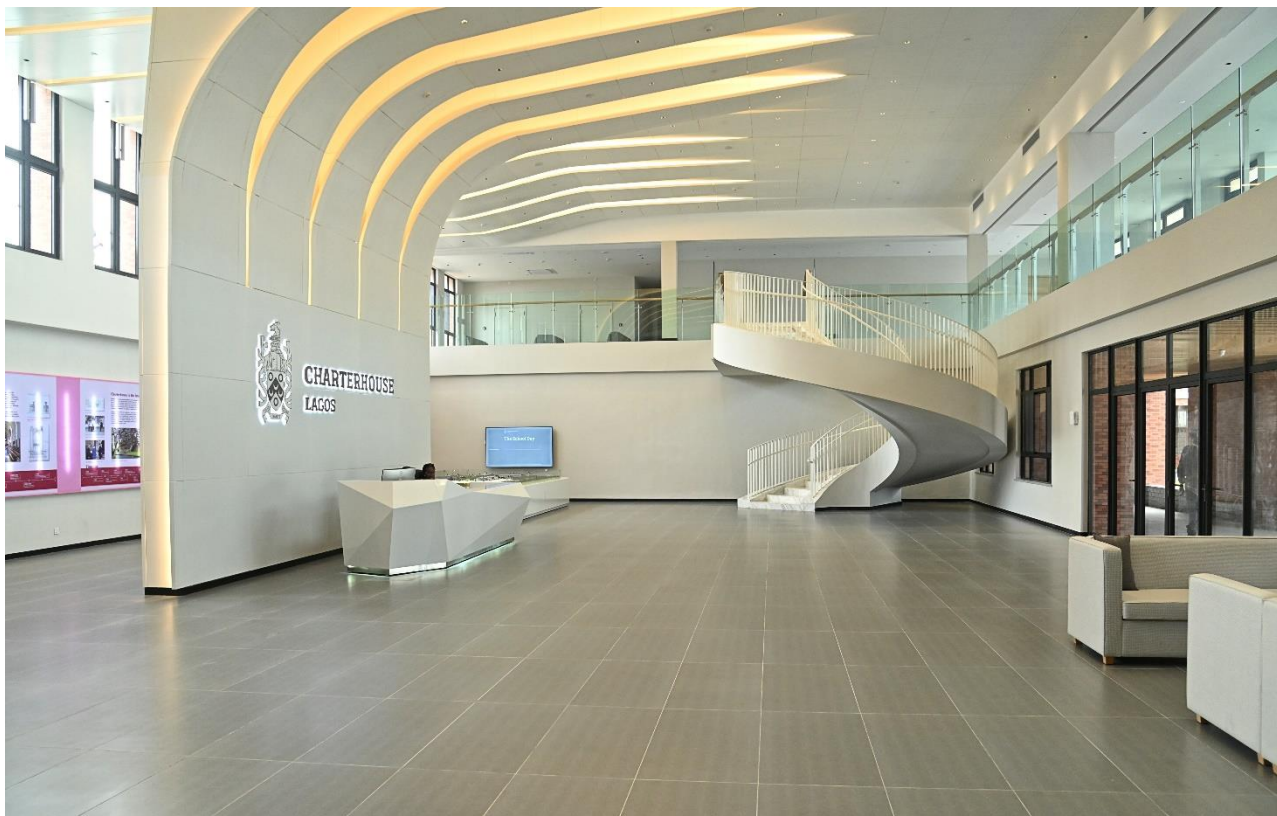
Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





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Qualifications and Experience	Essential	Desirable
Bachelor's degree in Education, Business Administration, marketing, or related field.	Yes	
0 - 1 year of experience in business development, field sales, or outreach, preferably in an educational setting.	Yes	
Skills & Competencies		
Experience in the education sector or familiarity with private school operations.		Yes
Comfortable working with Microsoft Office (Word, Excel, Outlook).	Yes	
Excellent verbal and written communication skills.	Yes	
Strong organisational skills and attention to detail.	Yes	
Ability to handle confidential information with discretion.	Yes	
Personal Attributes		
Self-motivated and goal oriented.	Yes	
Friendly and professional demeanour.	Yes	
Team player with a collaborative attitude.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour.	Yes	





Key Responsibilities

1	Data Entry
i	Assist with processing student applications, including data entry, file management, and document verification.
ii	Help maintain accurate and up-to-date records in the admissions database.
2	Prospective Parent Engagement
i	Support the planning and coordination of admissions events such as school tours, assessments, and interviews.
ii	Prepare admissions packets and materials for prospective students and families.
iii	Conduct follow-up calls or emails to prospective applicants under the guidance of admissions staff.
3	Admissions Office Support
i	Support the Admissions Teams at both internal and external events, as required. This will involve a commitment of approximately 8-10 Saturdays per year and occasional evenings.
ii	Perform general administrative duties as assigned.
4	Personal Development:
i	Gain valuable experience in school admissions and enrolment processes.
ii	Develop administrative and communication skills in an educational setting.
iii	Network with professionals in the education field.



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.



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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 just added 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.



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TERMS AND CONDITIONS

Contract

This is a temporary fixed-time contract position. The post will be considered probationary for a period of up to 12 months. Working hours will be full time, full year with occasional evenings and weekends as required.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employee.

Meals

Free meals 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 10 days annual leave, usually taken in the school holidays. Leave may only be taken upon completion of six (6) months of continuous service. 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.

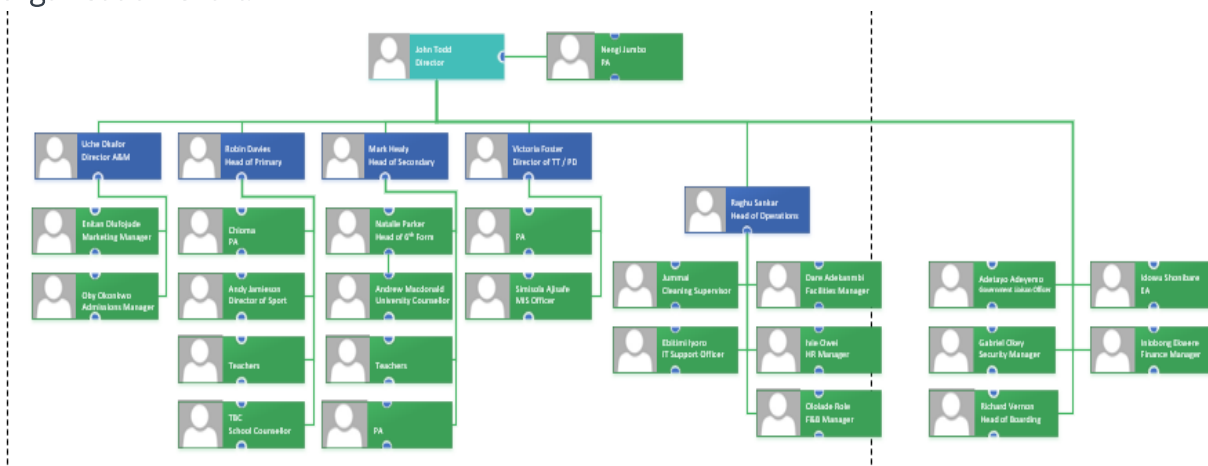
Pre-Employment Checks

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.