



UCAS CO-ORDINATOR

CIS has a large and academic Sixth Form, with 130 students in each year. The School needs to process up to 75 UK applications every year. The role of UCAS Co-ordinator requires a teacher with experience of UK university applications and a detailed knowledge of UCAS procedures and is able to:

- advise students and their parents on university options.
- write school references and applications
- provide direction to students on writing their personal statements.
- have some knowledge of Oxbridge-specific application procedures such as the Cambridge Overseas Application form.
- conduct mock interviews for medical & science applications.