

Company Overview

Dukes Plus Consultancy is a subdivision of Dukes Education and is home to four world-leading university consultancy brands: A-List Education, Oxbridge Applications, The Medic Portal, and The Lawyer Portal. Every year, these consultancies support thousands of students to secure competitive university places, whether that be Oxbridge, a US college, medical school or law school.

Our values

Educate with empathy.

Advise with ambition.

Innovate with integrity.

Dukes Plus Consultancy prides itself on its inclusive and ambitious company culture, putting its people first and pushing everyone to reach their full potential. We are looking to welcome driven, talented people to our team who feel a sense of affiliation with our mission!

Job Description	
Title	Senior Advisor (School College Counselling)
Department	A-List Education
Reporting to	Director of US University Programmes
Working Days	Monday - Friday
Position Type	Permanent & Full-time
Role Overview: - The Senior Advisor is a key member of the advising team. Using their background in US university admissions, they will advise students how to apply successfully. - In conjunction with the Director of US University Programmes, the Senior Advisor will lead the advising programmes with our key school clients. This involves 1-1 advising, presentations, parent meetings, curriculum planning and academic management. - The Senior Advisor will focus primarily on US university applications but is encouraged to provide oversight on applications to other international application systems (for example, Canada, Italy, Spain, Ireland). Training will be provided if the successful candidate has no previous experience. - The Senior Advisor may also work 1-1 with private clients. They can initiate and lead Private Consultation meetings, convert initial meetings to private client sales, and then work long-term with families on private client programmes. Private client work can be agreed outside of contracted hours and would be an optional and additional source of income. - When relevant, the Senior Advisor will contribute to the delivery of webinars, newsletters, articles and website blogs, using their thought leadership and expertise on US admissions. - Effective knowledge sharing is a core strength of our collaborative Consultancy Team. The Senior Advisor will be expected to support training and knowledge sharing through engagement with team-wide communication platforms and by developing training	

resources for more junior advisors. In turn, the Senior Advisor will benefit from tapping into these collaborative in-house networks and resources, in addition to access to further continuous professional development opportunities.

Location: Hybrid working with 2-3 days in our central London office or a school setting, and 2-3 days from home.

Start date: January 2027

Benefits:

- Flexible working
- Medical, opticians and dentistry cash plan
- Free in-house gym access with an in-person personal trainer who can support you with your fitness journey!
- Access to the Wellhub app which entitles you to numerous gym and spa discounts
- 25 days holiday allowance and a generous TOIL policy, as well as additional leave for Christmas and your birthday off
- Fast career growth opportunities
- Holiday buy-back scheme
- Best-in-class training & development opportunities, led by Dukes Education
- Employee Assistance Programme (EAP) with access to professional counselling
- Regular social events
- Enhanced family friendly policies
- Enhanced sickness policies
- SMART pension

Note: Dukes Plus Consultancy is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject to relevant checks in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, online search, employment history and reference checks, and international criminal record checks where required.