



## **Job Description and Person Specification**

**Job title:** Admissions Manager  
**Reporting to:** Head

The post holder will be responsible for the recruitment and retention of pupils at Holmwood House. This is a crucial leadership role, with the Admissions Manager responsible for developing innovative admissions strategies and overseeing their effective implementation. The successful candidate will ensure that we continue to recognise, understand and respond to the high expectations and evolving needs of both existing and prospective parents and pupils.

The Admissions Manager will report directly to the Head, with a dotted-line reporting to the Marketing Manager at Head Office, ensuring close alignment between the School's admissions strategy and the wider group's marketing and communications objectives.

### **Responsibilities and key tasks**

- Providing a vital function as the principal point of contact for all prospective parents, and maintaining and developing those relationships whilst they are both prospective and current parents;
- Continuously evaluating the admissions and marketing strategy alongside the Marketing Manager;
- Conducting all the admission processes in a high quality, professional and friendly manner at all times, ensuring all enquiries regarding prospective pupils are responded to promptly;
- Managing the completion of paperwork involved for all new pupils, as well as those leaving the school;
- Developing marketing ideas and events for the school in liaison with the Head and Marketing Manager;
- Helping to arrange and run marketing events and school events, including Open Days, taster days, information evenings etc;
- Manage admissions data by effective use of the School's Management Information Systems (HubSpot and iSams) from initial enquiries to pupils leaving, including maintaining the database of prospective pupils, updating changes of contact details and status;
- To provide regular updates to Head Office on pupil numbers, admissions activity and enrolment trends, including a concise analysis of key developments, opportunities and risks;
- Safeguarding and child protection - ensuring correct documentation is sent & received regarding pupil transfer;
- Maintaining accurate and up to date electronic or paper records, as appropriate, at all times, including those required for ISI or government purposes.

- Provide confidential administrative support to the Head and ensure that correspondence and enquiries or problems are dealt with in an appropriate manner;
- Communicate effectively with the School's Leadership Team.
- Manage the diary for the Head, ensuring that the Head has all details/paperwork necessary prior to appointments;
- Assist with cover for school office staff;
- To act, at all times, as an ambassador for the school,

#### Person specification

- High level of interpersonal skills with the ability to build positive relationships with staff, parents, Head Office, and other stakeholders
- Ability to see the big picture, prioritise tasks and use initiative
- Demonstrates a genuine understanding of the needs, perspectives and experiences of pupils, parents and colleagues, and responds with sensitivity, patience and professionalism.
- Excellent written and verbal communication skills
- Excellent ICT skills and experience of CRM systems
- Supports the school's commitment in safeguarding and promoting the welfare of children and young people

Salary: £35,000–£40,000 per annum, depending on experience

Hours: 40 hours per week, full-time, year-round (52 weeks per year). We are open to discussing hybrid working arrangements during school holidays.

#### Recruitment Timeline:

- Stage 1: Online interview – Tuesday 18 August
- Stage 2: In-person interview – Tuesday 25 August

Start Date: 1 October