

Job Title	Admissions Manager UK (Kingham Hill School)
Reporting to	Head of Admissions & Marketing (Kingham Hill School)
Department	Admissions
Hours of work	37.5 hours per week full-time position, 5 days per week, 52 weeks (25 days holiday, plus bank holidays)
Start Date	Available from August 2026
FTE Salary	Competitive - dependent on experience
Foundation Area	Kingham Hill School
Location	Kingham Hill School

Purpose of Job	The Admissions Manager UK is responsible for delivering a professional, engaging, and seamless admissions experience, whilst building and maintaining strong relationships with UK-based families and feeder schools. As the primary point of contact for prospective parents in the UK, the Admissions Manager UK must possess a thorough knowledge of the School and respond to enquiries promptly, efficiently, and with a high level of professionalism. The role includes overseeing and managing the UK admissions pipeline, working collaboratively with colleagues across the School to support enrolment targets and ensure the School remains as full as possible at all times. This is an excellent opportunity for a candidate with previous school admissions experience who is looking to play a key role within a dynamic and professional school community. The successful candidate will demonstrate outstanding organisational skills, the ability to work both independently and collaboratively, and the capacity to manage multiple priorities effectively in a fast-paced environment.
Main Duties and Responsibilities	Key Responsibilities General - To manage the recruitment of pupils, from initial enquiry to enrolment, of all pupils joining Kingham Hill School from within the UK, providing an excellent level of customer service and acting as the one single, consistent point of contact for families. - The development of a thorough understanding of competitor schools and the educational opportunities available within the local area, in order to be able to confidently communicate the KHS difference. - Maintaining accurate and up-to date pupil data on iSAMS. - To provide regular feedback on the status of the UK admissions pipeline to the Head of Admissions & Marketing.

- To work with, and support, the Admissions Manager International to ensure a consistently high-quality experience for parents of all pupils, deputising when required.
- To maintain regular and proactive liaison with the wider KHS staff body staff, including but not limited to the SLT, Heads of Section, Heads of Department and House Parents.
- Contribute to the development and implementation of different strategies to recruit UK and international day pupils and boarders.
- To attend any UK based pupil recruitment events and exhibitions as appropriate.

The Admissions Experience

- Arranging and co-ordinating visits for prospective parents and pupils. To meet all families during their visit and provide timely follow up, maintaining a close relationship with families to support healthy conversion rates.
- To organise and brief pupil tour guides in conjunction with the relevant Heads of Section.
- The arrangement and co-ordination of pupil taster days and nights in boarding where appropriate.
- The management and facilitation of entrance examinations and interviews, including group entrance assessments, individual entrance assessments and online testing. To be done in conjunction with the Admissions Manager (International).
- The management and facilitation of Year 7, Year 9 and Year 12 Scholarship examinations and interviews, working closely with Admissions colleagues, the Marketing & Communications Executive and the senior academic team.
- To request references/reports from existing schools and share them with relevant staff members as appropriate.
- To liaise with the Head of Greens (Learning Support) regarding any pupils with SEND requirements who wish to be considered for entry.
- To send out formal offer communications along with acceptance forms, requesting deposits and liaising with the Finance Team as required in respect of fees, deposits and payments.
- To work with the Admissions Manager International to maintain and update the House lists, placing new pupils in the right Houses and ensuring that numbers remain consistent.
- To oversee the arrival, and welcome into School, of new UK based parents and pupils, including providing new parents with all the information (handbooks, uniform lists, fee information etc.) that they require prior to their child joining the School.
- Assisting with the completion of annual censuses as required by such bodies as ISC and the DfE.

School Events

- To take the lead of the organisation of School's "Experience" events (a broad range of subject-based days and mornings for Year 4 – Year 6 pupils). This includes all associated administrative tasks associated with the events including the promotion of the events to families, liaising with academic staff as required and the booking of rooms and facilities.

	- To support the Head of Admissions & Marketing with the arrangement and successful implementation of Open Mornings, Scholarship Information Days, Admissions events, etc. Feeder Schools Liaison - To work closely with the Marketing & Communications Executive to assist with the successful implementation of the School's Prep/Feeder School Marketing and Engagement Strategy in order ensure a healthy admissions pipeline for both Year 7 and Year 9 entry. - To work with the Marketing & Communications Executive to identify key feeder schools and build relationships with them through a regular programme of communication. - To maintain records of interaction with feeder schools. - To attend Senior School recruitment evenings and events at feeder schools as required. - To gather information about pupils' achievements and success to feedback to relevant feeder schools and use for marketing purposes.
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Person Specification	
ESSENTIAL	DESIRABLE
<u>Qualifications</u> Educated to at least A Level standard with GCSE in English and Maths at level C or above.	- Educated to Degree Level - AMCIS Certificate in Admissions
<u>Experience</u> - Proven experience in an administrative role is essential. - Proficient in the use of MS Office, especially Word and Excel. - Sufficient numeracy to deal with statistical data. - Experience of working to tight deadlines. - Basic understanding of Marketing.	- Working knowledge of iSAMS. - An understanding of the UK educational system, including National Curriculum and 11+ exams. - Experience of working in an Independent School Admissions Department. - Experience of providing a comprehensive, professional service, including meeting and greeting visitors
<u>Skills</u> - Excellent interpersonal and communication skills including the ability to relate well to people of all levels with sensitivity, warmth, tact and diplomacy. - Strong organisational skills and the ability to work independently. - Excellent attention to detail and accuracy. - The ability to manage workload and prioritise tasks. - Discretion and the ability to deal with confidential information appropriately.	

<u>Attributes</u> The successful candidate will: • be an excellent communicator. • have a professional, helpful and friendly approach in order to ensure a positive image is conveyed. • be motivated with drive and enthusiasm. • be reliable and flexible with a can-do approach to all duties and responsibilities. • be resilient and able to cope with the rigours of a busy school environment. • have a clear understanding of working with other team members. • be able to stay calm under pressure. • be diplomatic, discreet, confidential and professional at all times.	
<u>Personal qualities, attitude, and behaviours</u> • Work towards and support the Dean Close Foundation stones/values of; ○ love ○ courage ○ contribution Allowing those around you to flourish. • Demonstrate and develop the following skills: ○ Critical Thinking ○ Compassion ○ Creativity ○ Collaboration ○ Communication • Support and contribute to the Foundation's responsibility for safeguarding pupils. • Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors. • Promote equality of opportunity for all students and staff, both current and prospective.	

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Applicants must complete a Dean Close Foundation application form in order to be considered.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

