



Belmont

For pupils aged 7 - 13
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

HEAD OF ADMISSIONS





INSTILLING VALUES INSPIRING MINDS



Mr David Benson
Head, Mill Hill School



Dr Susannah Abbott
Head, Belmont, Mill Hill Prep

A WARM WELCOME TO BELMONT AND MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOLS, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.

Belmont (Years 3-8) and Mill Hill (Years 9-13) are two of North London's leading independent schools, located adjacent to each other on The Ridgeway. Founded in 1807 by non-conformists, Mill Hill's original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Belmont is a large Prep school, with popular entry points at 7+ and 11+. Pupils then continue through to the senior school at Mill Hill in Year 9, with a small 'top-up' intake joining at 13+ as well. In total Belmont is 600 pupils (all day) and Mill Hill is 900 (100 of whom are boarders).

Belmont and Mill Hill sit at the heart of the Mill Hill Education Group, the UK's largest and fastest growing non-profit independent school groups. The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection, and we were awarded Independent School of the Year for Sport in 2025. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.

This role is an exciting opportunity to join the Mill Hill Schools and contribute to our work. We are confident that the more you learn about our current offer, the more you will see the distinctive strengths and potential of Mill Hill Schools. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits, many of which are detailed later in this pack. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

Mr David Benson
Dr Susannah Abbott



JOB DESCRIPTION

KEY RESPONSIBILITIES

- Work with the Heads and Group Head of Admissions to develop an admissions strategy and tactical plan for the school, in line with the school's strategic objectives and targets
- Be responsible for the delivery of the admissions objectives and targets as part of the wider strategy
- Lead all pupil recruitment activity for Belmont, Mill Hill Prep, including 11+, 7+ and in year entry/occasional places for Years 4, 5, 6 and 8
- Co-ordinate with the Head and the Admissions team at Mill Hill School on 11+ admissions
- Support the wider Mill Hill Schools admissions team with other entry points and events as required
- Co-ordinate with the Head and the Admissions team at 1729 Maths School
- As part of the wider Mill Hill Schools Admissions team, support prospective families considering one or more of the Mill Hill Schools for their child(ren) from first enquiry to onboarding, collaborating with colleagues to align the admissions process for siblings and/or multiple applications
- Plan and execute the application and selection process for 7+ and 11+ entry points, 11+ scholarship assessments, requesting references and informing feeder schools of outcomes
- Create and deliver responsive processes to manage in year/occasional place vacancies, arranging family visits and pupil assessments and offering places or waiting list places as quickly as possible, including during holiday periods. Manage dynamic waiting lists to proactively maintain pupil numbers
- Design and deliver a high-quality customer journey for prospective families including communications, open events and tours, assessment events, offers, acceptances and onboarding, designed to optimise conversions and enrolments
- Plan and deliver a programme of admissions events including Open Mornings, Mid-week Tour & Talk events, Induction events for new joiners and other events as necessary
- Build strong relationship with feeder schools through outreach programmes and events, attending schools' fairs and high-quality communications
- Work with the group marketing team to create informative and compelling marketing printed collateral, website content and digital communications for prospective parents and new joiners
- Keep accurate and up to date records of new admissions, places available, waiting lists, registrations and offers across all year groups
- Monitor Key Performance Indicators for each entry point including admissions activity data (numbers of enquiries, visits, registrations, offers and acceptances), pipeline conversions and academic performance. Create regular and ad hoc reports as required

KEY FACTS ABOUT THIS ROLE

SALARY

c. £50,000 (FTE)

HOURS

8.00am to 5.00pm Monday to Friday

CONTRACT

Permanent, full-time (52 weeks)

PENSION

Group contributory pension scheme

HOLIDAYS

25 days

REPORTING MANAGER

Adrienne Forster, Group Head of Admissions

OTHER USEFUL INFORMATION

A 'term-time plus' contract or other flexible working arrangement could be considered for the right candidate.

The position is subject to a 6 months probationary period.





PERSON SPECIFICATION

The Head of Admissions will be a key public face of the school and we are looking for a great communicator who will have the confidence and presence to engage a wide range of stakeholders, including prospective families, feeder schools, staff, parents and pupils within the school.

KEY SKILLS

- AMCIS Diploma in Admissions or willing to work towards this qualification, or able to demonstrate qualification by experience and/or understanding of admissions in the independent schools' sector
- Previous experience in a customer service role, within an education setting or in an admissions team or similar setting would be valuable
- Strong analytical skills and proven record of using data and research to inform strategy, support planning and monitor effectiveness
- Excellent communication skills, written and verbal (face to face and on the telephone)
- High personal and professional standards, maintaining a high level of confidentiality
- Able to build positive working relationships with colleagues and work as a member of a team
- Excellent time management and organisational skills, able to multi-task and deliver under pressure and to deadlines at busy times whilst maintaining accuracy and attention to detail
- Reflective approach, always looking for ways to improve and innovate
- Confident use of technology - experience with MS Office 365 and a customer relationship management (CRM) or database would be advantageous (particularly Hubspot)
- Flexibility to work outside of normal office hours from time to time (with advanced notice) to meet the needs of the department, including two Saturdays per year for Open Days, which may be taken as time off in lieu, at a mutually convenient time
- A commitment to continued professional development
- Awareness and experience of issues relating to safeguarding the health, welfare and safety of children



BENEFITS

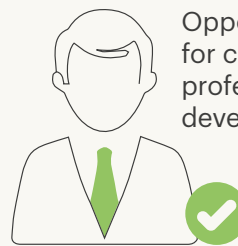
We not only offer inspirational learning environments for pupils, but also great places to work for our staff. In addition to working in a beautiful setting we also provide a range of benefits:



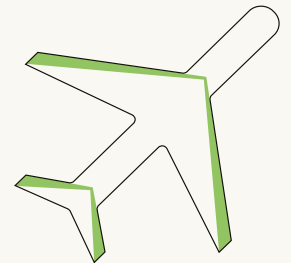
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parking



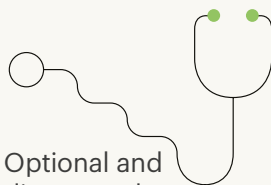
Pension
schemes
with Life
Assurance



Opportunities
for continued
professional
development



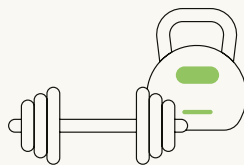
Enhanced holiday entitlement



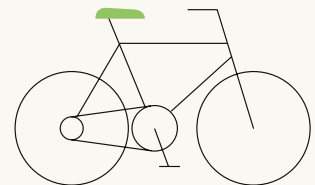
Optional and
discounted
private medical
insurance



Lunch
included



Discounted membership at
our school gym and swimming
pool sessions



Cycle to Work Scheme



THE SCHOOLS

Mill Hill Schools was founded in 1807, when its founders wisely chose its location on the top of a hillside for its fresh air, safety and natural beauty. Mill Hill's family of schools offer co-education from ages 3-18.

Grimsdell, Mill Hill Pre-Prep is a day school for pupils aged 3-7.

Belmont, Mill Hill Prep is a day school for pupils aged 7-13.

Mill Hill School and Mill Hill International are boarding and day schools for pupils aged 13-18.

1729 Maths School is the UK's first specialist Maths school, opened in September 2026. It is a day and boarding school for pupils aged 11 - 18.

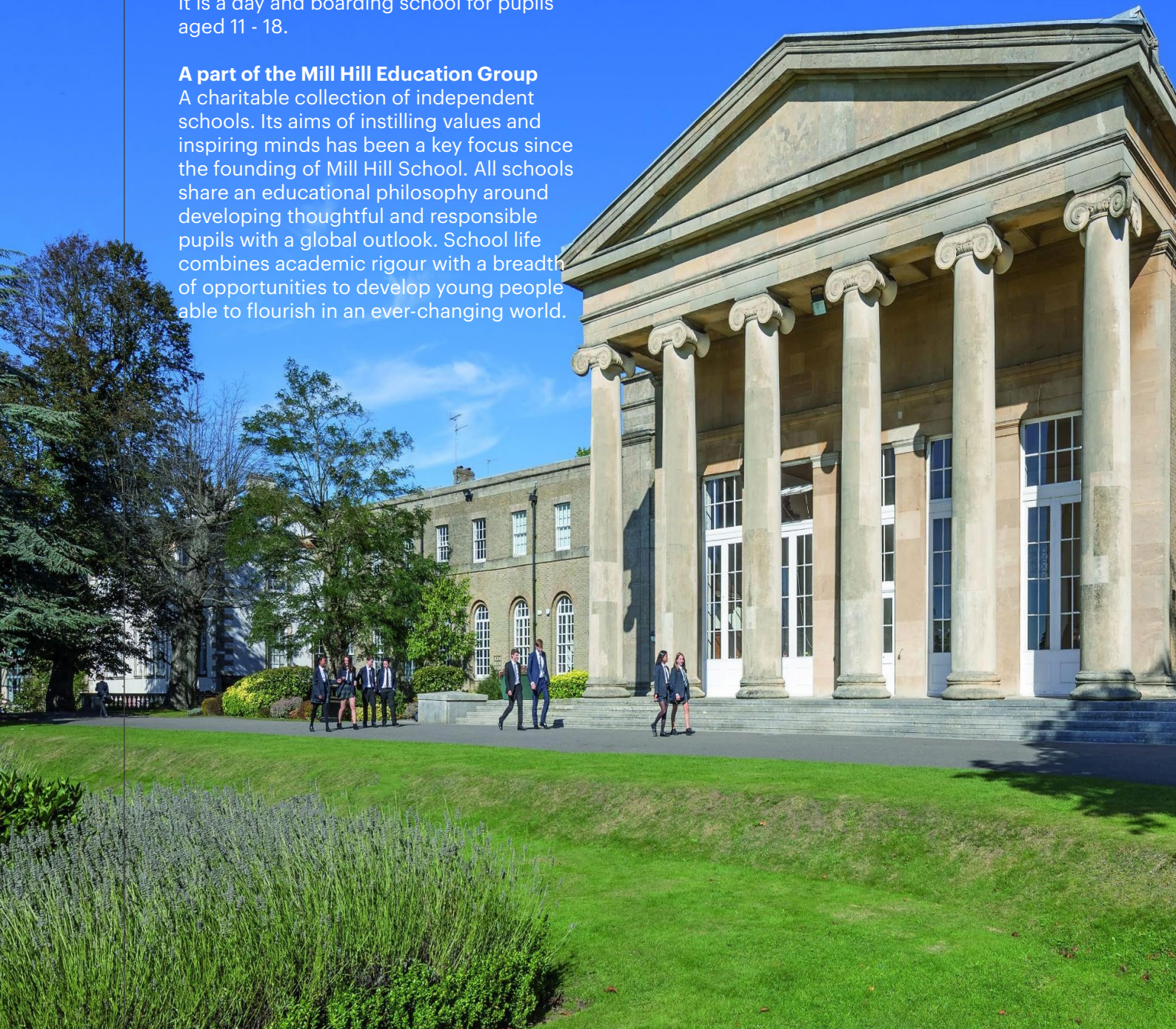
A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed."

Good Schools Guide Review 2020





HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9.00AM ON TUESDAY 6 OCTOBER 2026.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, seize the moment and click the button to complete your Application Form.

APPLY



Belmont

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Belmont

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Part of Mill Hill Education Group