



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: UK and International Admissions Officer – Fixed Term Contract

Line Manager: Director of Admissions, Marketing & Communications (DAMC)

Responsible for: Admissions Assistant

JOB SUMMARY

To be proactive, efficient and effective in recruiting UK and International students that meet the requirements of the school's Strategic Marketing Plan. A whole school role, covering all admissions from Nursery to Sixth Form to ensure a high-quality, welcoming experience for prospective students and their families.

Principal Accountabilities

1. Line Management

- Provide day-to-day management, direction and support for the Admissions Assistant.
- Oversee performance management, including regular reviews, setting objectives, and constructive feedback.
- Lead on recruitment, induction and probation processes for the Admissions Assistant to ensure a consistent and high-quality standard of service as and when required.

2. Student Recruitment and Market Development (UK and International)

- Identify and develop relationships with agents, feeder schools and nurseries, maintain regular contact, and suggest opportunities for events linked to the marketing plan.
- Work with the DAMC and Head of Boarding to identify and evaluate prospective domestic and international markets for student recruitment.
- Maintain strong links with local and international schools, ensuring the school's profile is continually raised.
- Work with the DAMC and Events Officer to implement and refine strategies to attract and retain high-quality UK and overseas students.
- Assist the Head of Boarding with the planning and organisation of familiarisation (FAM) days and international recruitment visits to strengthen the school's presence in key markets.

3. Admissions Process and Parent Engagement

- Proactively follow up on all admissions enquiries and leads, ensuring timely, tailored communication with prospective parents.
- Arrange and coordinate taster days for prospective students across all age groups.
- Co-ordinate and lead prospective parent visits, liaising with the Head, Assistant Head

(Prep), Head of Sixth Form, Nursery Manager and other relevant staff to ensure each visit is personalised and informative.

- Manage the full assessment process for all applicants, ensuring clarity, fairness, and efficiency.
- Lead the organisation of the whole-school scholarship process for new and existing students, including paper distribution, invigilation, marking coordination and communications with families.

4. Events and Marketing Support

- Support the Events Officer to design and deliver innovative and engaging admissions events, including Open Mornings and themed recruitment events.
- Offer insights and suggestions based on parent feedback and market awareness to strengthen the school's marketing and recruitment activity.

5. Reporting and Data Management

- Produce written reports for the Head and Senior Leadership Team, detailing recent activities, progress against targets, and relevant analysis.
- Maintain detailed, accurate and timely admissions records, offering recommendations for process improvements.
- Gather and report feedback on reasons for declined offers or non-registrations to inform future marketing and recruitment strategies.
- Oversee the Admissions portal within the ISAMS database, ensuring accuracy, compliance, and effective functionality.
- Work closely with the Data Manager and Network Manager to improve systems and enhance efficiency.

6. Compliance and Overseas Student Support

- Liaise with the Tier 4 visa/Homes & Partners to ensure all student visa processes for international applicants remain compliant, accurate and up to date.
- Maintain a clear understanding of regulatory requirements related to international student admissions and ensure these are met at all times.

Conditions of Service

- Full-time: 37.5 hours per week, Monday to Friday
- One hour for lunch each day
- Year-round role: 52 weeks per year
- Annual holiday entitlement: 5 working weeks