



Admissions Manager

Starting September 2026

35 hours per week

Working Pattern: 8:00am – 4:00pm, M-F

Term-time plus: 39.4 weeks of the year

Starting salary ELM6 £30,647- £32,867 FTE

Actual Salary – £25,896 - £27,771 per annum

We are looking to appoint an enthusiastic, efficient, and organised **Admissions Manager** to join our growing school. The successful candidate will be responsible for overseeing the full admissions process, ensuring a positive experience for prospective families, and supporting the school's ongoing growth and development.

Duties will include:

- Manage and coordinate all aspects of the school's admissions process, from initial enquiry to enrolment, including in-year admissions.
- Serve as the first point of contact for prospective families, providing guidance and information about the school.
- Organise and conduct tours, open days, and other promotional events.
- Maintain accurate admissions records and manage applications through the school's systems.
- Liaise with school leadership and teaching staff regarding admissions planning and student placements.
- Support marketing and communication efforts to promote the school to prospective families.
- Ensure compliance with relevant policies, legislation, and safeguarding requirements throughout the admissions process.

Successful candidates will:

- Previous experience working in a school is essential
- Possess strong communication and interpersonal skills
- Be confident, enthusiastic, flexible and a strong team player
- Show initiative and be prepared to 'go the extra mile' when necessary
- Be organised with the ability to prioritise a busy workload with excellent numeracy and IT and design skills

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 9th March 2026 at midday

Interviews: w/c Monday 9th March 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

