



Framlingham
COLLEGE

Educating boys and girls aged 3 - 18

Admissions Officer

CANDIDATE INFORMATION PACK



INTRODUCTION

Dear Applicant, Thank you for your interest in the position of Admissions Officer at Framlingham College. Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful setting of Brandeston Hall, and the Senior School which is set in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking a motivated and dedicated Admissions Officer to join our busy Admissions team. The successful candidate will be a strong team player with excellent communication and customer relationship skills, responsible for building positive and lasting relationships with prospective parents and pupils. This role will oversee pupil recruitment and manage the admissions process from initial enquiry through to enrolment. The position is part-time, working year-round (52 weeks per year), with hours of 8:30am to 5:00pm, Wednesday and Friday with the third day being flexible. The full-time equivalent salary for this role is £28,685 per annum, with a pro rata salary of £17,211, depending on skills and experience. We offer a supportive working environment, a free lunch each day the kitchen is operational, contributory pension scheme and complimentary gym membership. You will also receive 20 days annual leave including bank holidays.

Closing date for applications: 9am on Wednesday 16 September 2026

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

Key facts about the role:

Salary

£17,211 – FTE 28,685

Hours

22.5 HOURS A WEEK –
PART TIME – WEDNESDAY
AND FRIDAY REQUIRED BUT
FLEXIBILITY ON 3RD DAY

Contract Type

PERMANENT – PART TIME

Pension

3%

Holidays

20 DAYS INCLUSIVE OF
BANK HOLIDAYS

Reporting Manager

ADMISSIONS MANAGER –
SUMMER PRECIOUS

THE SCHOOL

Framlingham College

Framlingham College is a co-educational day and boarding school for pupils aged 2 to 18, set across two beautiful campuses in the Suffolk countryside. The Prep School, including Framlingham College Nursery, is located in the village of Brandeston, while the Senior School sits in the historic market town of Framlingham, overlooking Framlingham Castle.

At Framlingham, we believe in the individual. There is no typical Framlinghamian and no singular path that we take. Our pupils are academics, actors, musicians, sports people, innovators, scientists, artists, adventurers and much more. Often, they are many things at once, but each is an individual with their own story.

An ambitious learning culture sits at the heart of a Framlingham education. We are aspirational for every pupil, encouraging curiosity, a spirit of enquiry and a love of learning, while recognising that some of the most important learning happens beyond the classroom.

Academic study is complemented by an extensive programme of sport, music, drama, outdoor education and co-curricular activities, alongside strong pastoral care and a vibrant day and boarding community.

From Nursery through to Sixth Form, we encourage every pupil to explore their interests, embrace new experiences and create their own story.

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 in 1807. 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.



JOB DESCRIPTION

Job Purpose

To support the Admissions Manager in overseeing the College Admissions process and ensuring a seamless and professional experience for prospective parents and visitors.

Key Responsibilities

This is not an exhaustive list, and the post holder will be based at the Senior School but is also expected to work across both sites as necessary.

Customer Service

- Work collaboratively with the Admissions team to ensure the highest possible standards of customer service, representing and promoting the College through tours and events with prospective parents, guardians and agents
- Attention to detail, accuracy, good English (written) and a professional telephone manner

Prospective Parents and Pupils

- Act as first point of contact for Admissions enquiries at the Senior School
- Coordinate the Admissions process from initial enquiry through to enrolment
- Organise all Admissions visits at the Senior School, including taster days, liaising with staff and pupils to ensure an inspiring and wholly positive experience for prospective families
- Manage the day-to-day relationships with prospective parents, guardians, agents and pupils to maximise the number of applicants for all year group points of entry, for both national and international pupils
- Ensure effective follow up for all enquiries, visits, open days and mornings, registrations and offers
- Following registration, obtain references and feedback from current school regarding behaviour, attendance, academic levels, and pastoral issues

International Boarders

- Alongside the Admissions Manager, manage and nurture the College's relationships with overseas agents to maximise the number of applications; Assist with the planning and administration of overseas recruitment trips
- Entrance Tests
- Be responsible for the testing of applicants both on site and overseas
- Ensure a positive experience for all candidates taking entrance tests

Recruitment Events

- Assist in the organisation of College Recruitment events such as Open Mornings/days and Experience Days
- Be present as required at College Recruitment Events. This will range from Open Mornings through to Senior School Sports Festivals and tournaments
- Work with the Marketing department to ensure all assets are in place for Pupil Recruitment and assist with the production of Admissions materials as required

Communication

- Liaise with Feeder Schools to build and maintain positive relationships and maximise pupil recruitment
- Understand, embrace and communicate Framlingham College's ethos and approach in all communications and interactions with prospective parents and pupils

Scholarship process

- Assist with the planning and implementation of the Scholarship process for all candidates, liaising with relevant staff to ensure the process runs smoothly and effectively
- Ensure that the annual programme of recruitment events is relevant, effective and mutually beneficial

Pupil recruitment data

- Ensure that data on pupil recruitment and enrolment is up to date and accurate
- Maintain up to date forecast of future pupil numbers and space availability
- Provide regular reports and forecasts re pupil numbers to the Admissions Manager as required
- Assist the Admissions Manager in examining ways of improving the efficiency and effectiveness of the Admissions process and monitor key performance targets (e.g. conversion rates)

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.



PERSON SPECIFICATION

Qualifications: Essential (E) Desirable (D)

- 5 GCSEs at grade C or equivalent - (E)
- Educated to A level or equivalent - (E)

Professional Experience

- Experience gained in a busy customer facing role - (E)
- Demonstrable experience gained in a busy administrative role - (E)
- Experience gained in School Admissions - (D)
- Previous experience of working in a school environment - (D)
- Experience delivering virtual events - (D)

Professional Competencies and skills

- Highly developed IT skills including Microsoft office 365 - (E)
- Excellent interpersonal, written and verbal communication skills - (E)
- Time management & strong organisational skills - (E)
- Ability to multitask in a busy team environment - (E)
- Excellent planning and organisation skills, with the ability to prioritise conflicting demands - (E)
- Methodical, with excellent attention to detail - (E)
- Database management skills - (E)

Personal Attributes

- Collaborative and supportive team player with a flexible approach and strong work ethos - (E)
- A willingness to learn new skills and develop - (E)
- Professional appearance and manner - (E)
- Appreciation of the objectives and ethos of Framlingham College - (E)
- Friendly and approachable - (E)
- Ability to forge strong working relationships - (E)
- Ability to maintain discretion and confidentiality at all times - (E)
- Ability to remain calm under pressure - (E)

Safeguarding

- Awareness of safeguarding issues - (E)
- Knowledge of safeguarding children legislation and good practice - (D)



HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9am on Wednesday 16 September 2026.**

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.





Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY

Framlingham College

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framlinghamcollege.co.uk

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