



St Martin's School
N O R T H W O O D

part of

Habs

HABERDASHERS'
ELSTREE SCHOOLS



Applicant Pack
Admissions Manager
September 2026



Welcome to St. Martin's, a preparatory school for around 400 boys situated in beautiful grounds in Northwood. With over one hundred years of history, we are a preparatory school in the widest sense. Our boys are lively and curious; they love learning and they love their school. Our aim is to equip them with the skills and attitudes that will enable them to become successful and happy in what they choose to do. We are a warm and welcoming community with a distinct family atmosphere where each boy is valued and encouraged to be the very best they can be. We believe our boys are 'better prepared' for all that lies ahead in their learning journey and in their individual lives. Please do come and visit us and see first-hand what makes our school so successful and distinctive.

For further details, visit our website: www.stmartins.org.uk

Job Summary

Title: Admissions Manager
Responsible to: Headmaster

The Admissions Manager is a pivotal, full-time, year-round role responsible for leading and managing all aspects of the admissions process at St Martin's School.

Working closely with the Headmaster, Senior Leadership Team, and the Haberdashers' Elstree Schools Director of Marketing, Communications and Admissions, the postholder will adopt a proactive, data-informed approach to attract and secure high-calibre applicants aligned with the School's ethos and values.

The role oversees the entire admissions journey from initial enquiry through to enrolment, ensuring a professional, efficient and welcoming experience for prospective families. The Admissions Manager will also contribute to the School's wider pupil recruitment strategy and market positioning.

A strong emphasis is placed on excellence in customer service, operational efficiency, and effective relationship management.

Working hours:

- Term time: Monday to Friday, 8:00am – 5:00pm
- School holidays: 8:30am – 3:30pm
- Occasional evenings and weekends required for events

Key Responsibilities

Admissions Leadership and Operations

- Lead and manage the full admissions lifecycle from enquiry to enrolment
- Ensure all admissions processes are efficient, consistent and aligned with the School's values
- Manage key entry points (3+, 4+, 7+) and in-year admissions
- Oversee admissions events, including open days, assessments, interviews, and induction activities
- Act as a key point of contact for prospective families, ensuring a high-quality experience
- Handle complex queries and complaints with professionalism and sensitivity

Strategy and Planning

- Work with the Headmaster and Director of Marketing, Communications and Admissions to deliver a coherent, data-informed admissions strategy
- Contribute to pupil recruitment targets, forecasting and trend analysis
- Monitor market conditions, competitor activity and demographic trends
- Evaluate and refine admissions processes to ensure continuous improvement
- Lead initiatives to strengthen recruitment and retention

Data, Reporting and Insights

- Monitor admissions activity, including enquiries, applications, offers and conversions
- Produce regular reports for the Headmaster, SLT and Governors
- Maintain accurate and up-to-date pupil data, records and registers
- Use CRM systems effectively to track and manage the admissions pipeline
- Analyse data to inform decision-making and improve performance
- Maintain accurate roll forecasts and pupil number projections (“shape of the school”)

Administration and Compliance

- Ensure all admissions documentation, correspondence and records are accurate and compliant
- Draft standard admissions communications (offers, letters and emails)
- Ensure compliance with GDPR, safeguarding requirements, ISI standards and IAPS guidance
- Maintain and review admissions policies and procedures
- Ensure robust audit trails and documentation across all admissions activity

Admissions Events, Assessments and Outreach

- Plan and deliver an annual admissions calendar
- Organise and oversee assessment days and trial visits
- Liaise with academic staff regarding assessments and outcomes
- Build and maintain relationships with feeder nurseries and schools
- Develop and implement outreach and engagement plans
- Represent the School at external events and promotional activities

Collaboration and Stakeholder Engagement

- Work closely with the Headmaster to align messaging and engagement activity
- Collaborate with academic, operational and support teams to deliver a joined-up admissions experience
- Build strong relationships with families, staff, feeder schools and external partners
- Act as an ambassador for St Martin’s School at all times

Marketing and Communications

- Support the delivery of aligned, high-quality admissions communications
- Work with Haberdashers’ Elstree Schools Group to ensure consistency in messaging
- Oversee admissions materials (digital and print)
- Use data and insight to tailor communications and improve engagement

Continuous Improvement

- Regularly evaluate admissions processes and performance
- Introduce improvements based on data, feedback and sector developments
- Stay informed of best practice and emerging trends in admissions and independent education

Other Duties

- Undertake any other reasonable duties as required by the Headmaster or Bursar

Person Specification

Personal Attributes

- Warm, professional and approachable manner
- Strong interpersonal and communication skills
- Confident and credible public speaker
- Highly organised, with strong attention to detail
- Resilient, adaptable and solution-focused
- Diplomatic, discreet and emotionally intelligent
- Collaborative and team-oriented
- Empathy for prospective families and their journey
- Commitment to safeguarding, equality, diversity and inclusion
- A genuine interest in education and the independent sector

Qualifications, Experience and Skills

Essential:

- Degree-level education or equivalent
- Proven experience in admissions or a related role within education
- Experience of managing processes and systems effectively
- Strong organisational and administrative skills
- Excellent IT skills, including experience with databases or CRM systems
- Ability to analyse and interpret data to inform decisions
- Strong stakeholder management skills
- Ability to manage competing priorities and deadlines

Desirable:

- Experience within the independent school sector
- Understanding of UK admissions regulations and compliance frameworks
- Experience contributing to strategic planning and recruitment initiatives

Remuneration and Benefits

- Competitive salary (dependent on experience)
- Pension scheme
- 6 weeks' paid holiday (to be taken during school holidays, including 1 compulsory week at Christmas)
- Free school lunches during term time
- On-site parking
- Access to salary sacrifice schemes (including electric car, home and technology, and cycle to work)
- Professional development opportunities
- Staff wellbeing programme, including use of sports facilities, swimming and social activities
- Supportive and collaborative working environment

How to Apply

To apply for this position, please visit <https://www.stmartins.org.uk/about-st-martins/staff-vacancies/>

The closing date is 12 noon on **Monday 13 July 2026**.

Early application is encouraged; the School reserves the right to close the vacancy early.

If you have any questions, or you would like an informal chat about the role, then please arrange this by contacting the Bursar, Mrs Alison Curran at bursar@stmartins.org.uk.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people.

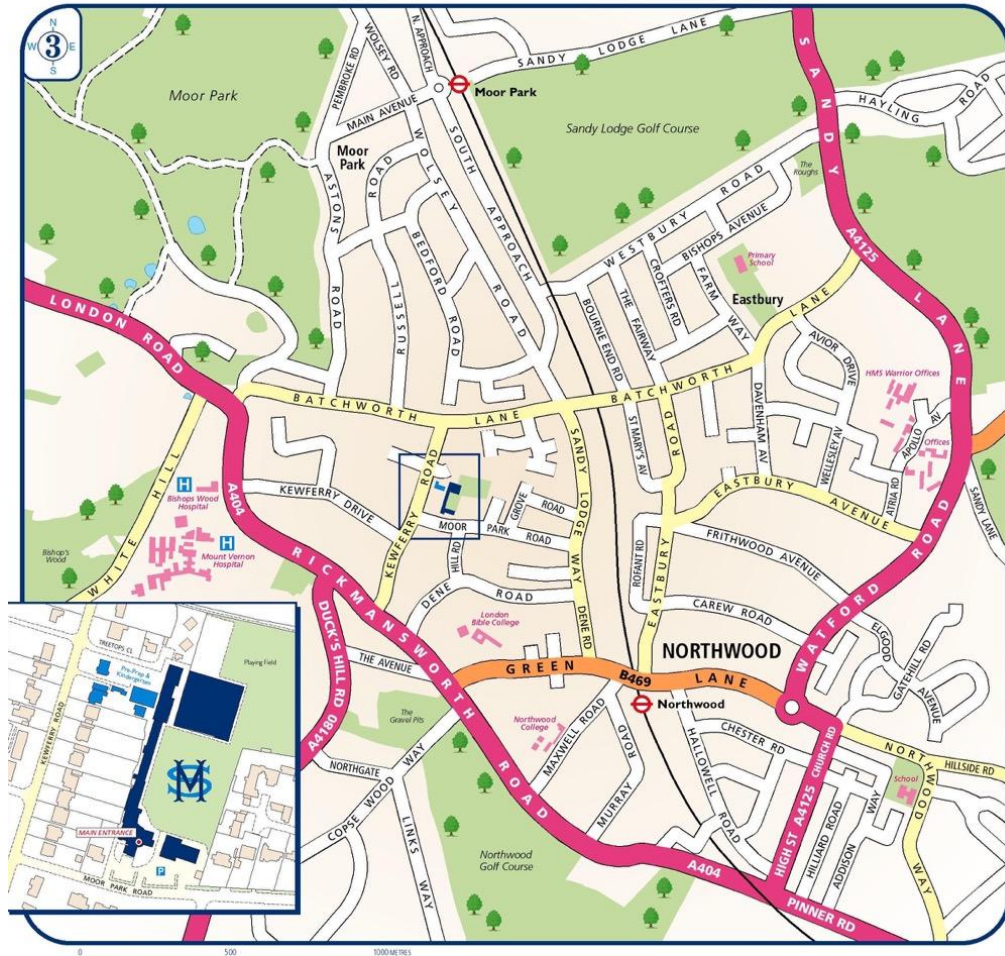
Applicants must be willing to undergo appropriate safeguarding checks, including:

- References from previous employers
- Disclosure and Barring Service (DBS) checks
- Social media screening

All appointments are subject to satisfactory checks in line with the Children Act.



St Martin's School
40 Moor Park Road
Northwood
Middx
HA6 2DJ
01923 825740



Travelling to St. Martin's School, Northwood

By Air: Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

By Rail: The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

By Road: From the North via the M25: Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Batchworth Lane. Take the first turning right onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

From the South via the A40: If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

On arrival: Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.