

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Admissions Manager

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Midday Friday 7 th August 2026
Interviews Week Commencing	W/C 10 th August 2026

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Admissions Manager at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings 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 an experienced and highly organised Admissions Manager to lead our admissions function and oversee a team of Admissions Officers. You will play a key role in shaping first impressions of the organisation, ensuring a seamless, professional and personalised experience for every prospective family. You will be responsible for leading, motivating and developing the admissions team, while driving continuous improvement in processes and contributing to the achievement of enrolment goals. Working closely with colleagues across the organisation, you will help deliver a consistent and high-quality parent journey from initial enquiry through to enrolment.

The post is required Monday to Friday, working 37.5 hours per week, with some flexibility required outside core hours. Salary range is £38,000–£42,000, depending on qualifications and experience.

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via hr@framlinghamcollege.co.uk.

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also email your application to:** [**hr@framlinghamcollege.co.uk**](mailto:hr@framlinghamcollege.co.uk)

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To Director of Admissions and Marketing	Hours Monday-Friday 08:30-17:00, flexibility required beyond core hours
Job Location Framlingham College	Holiday 25 days plus bank holidays

Job Description

JOB PURPOSE

The Admissions Manager is responsible for the day-to-day leadership and delivery of the College’s admissions function, ensuring a seamless, professional and personalised experience for every prospective family. Working across the full age range (2–18), the role oversees the full admissions journey from initial enquiry through to enrolment, acting as a key point of contact for prospective families.

KEY RESPONSIBILITIES:

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as Senior School as necessary.

Leadership and Team Development

- Lead, manage and support the Admissions team, ensuring a consistent, professional and well-managed approach across all entry points.
- Support the development of team capability, systems and ways of working to reflect a modern, customer-focused admissions function.
- Work closely with the Director of Admissions and Marketing on priorities, targets and planning, ensuring they are kept informed of performance, challenges and opportunities.

Admissions Process Management

- Oversee the full admissions journey from enquiry to enrolment ensuring it is efficient, timely and well organised.
- Ensure all enquiries, visits, applications and offers are handled promptly and professionally.
- Maintain clear, consistent communication with prospective families, ensuring messaging is relevant, timely and appropriately tailored.
- Oversee the coordination of visits and tours, taster days and experiences, entrance assessments and scholarship processes, offers, acceptances and joining processes.
- Ensure all admissions activity is compliant with college policies, data protection requirements and relevant regulations.
- Adapt processes and ways of working in response to changing needs and priorities.

Customer Experience and Conversion

- Ensure every family receives a warm, personalised and professional experience, underpinned by a strong understanding of the College’s offering and how it should be communicated to different audiences.
- Monitor and improve conversion at each stage of the admissions journey.
- Ensure effective follow-up processes for enquiries, visits and offers.
- Support the team in building meaningful relationships with prospective families.
- Contribute to delivering pupil number targets in line with the College’s recruitment objectives.



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Data, Systems and Reporting

- Oversee the effective use of CRM systems (including HubSpot and iSAMS).
- Ensure accurate, timely and compliant management of admissions data across the pipeline.
- Track and report on key metrics, including enquiries, conversion and pupil number forecasts.
- Work with the Director of Admissions and Marketing to provide insight to support recruitment activity.
- Support data-led decision making and campaign evaluation.

Events and Recruitment Activity

- Lead the planning and delivery of admissions events, including Open Events, Discover Events and assessment days.
- Ensure events are well organised, welcoming and reflective of the College.
- Represent the College at recruitment events, feeder schools and other internal and external engagements.
- Build and maintain relationships with feeder schools, agents and key partners.

Collaboration and Communication

- Develop strong working relationships with teaching and non-teaching colleagues who support the admissions process.
- Work closely with the Marketing team to support a joined-up approach to pupil recruitment, including campaign planning, content development and admissions communications.
- Ensure admissions messaging is accurate, up to date and aligned with the College's positioning.
- Keep up to date with whole school developments, as well as sector trends and external factors that may impact recruitment.

International Admissions (where applicable)

- Oversee international admissions processes, including agent relationships and compliance requirements.
- Ensure accurate record keeping and adherence to visa and regulatory requirements.
- Support international recruitment activity where appropriate.

General Responsibilities

- Act as an ambassador for Framlingham College at all times.
- Contribute to the wider life of the College, including key events.
- Undertake any other duties reasonably required.

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.

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.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Good standard of education, including GCSE English and Maths (or equivalent)	E
Educated to degree level or equivalent management experience	E

PROFESSIONAL EXPERIENCE

A dynamic and organised individual with a proven track record in admissions, recruitment or a related customer-focused role	E
Experience of managing processes and ideally leading or supporting a team	E
Experience of working with databases/CRM systems	E
Experience in an educational setting desirable but not essential	D

PROFESSIONAL COMPETENCIES AND SKILLS

Ability to manage multiple priorities in a busy environment	E
Proficiency with Microsoft Office, especially the ability to utilise Excel for data analysis purposes.	E
Strong organisational and administrative skills with excellent attention to detail	E
A strong commercial awareness, with the confidence and judgement to guide prospective families through the admissions process, recognising when to encourage, when to step back and when to close	E
Data-aware, with the ability to interpret and use insight to inform decision making	E

PERSONAL ATTRIBUTES

Warm, confident and professional communicator, with the ability to build relationships quickly	E
Proactive, solutions-focused and adaptable in response to changing needs	E
Strategic thinker with strong operational delivery	E
High levels of tact, integrity and discretion, with the ability to handle sensitive and confidential information with empathy and professionalism	E
Ability to remain calm under pressure	E
Friendly and approachable with a good sense of humour	E
Excellent attention to detail	E
Collaborative and proactive, with the ability to build strong relationships across teams	E

SAFEGUARDING

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



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 2 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.