



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**

Head of Admissions

(Full Time or Part Time)

Candidate Information Pack



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

Dan Endlar
Head

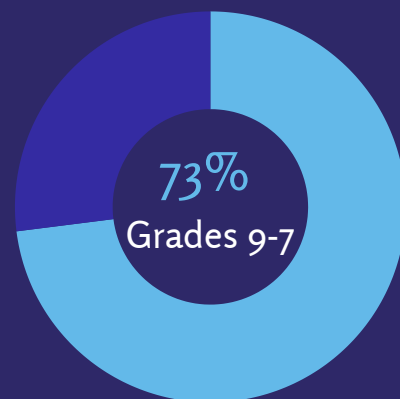




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

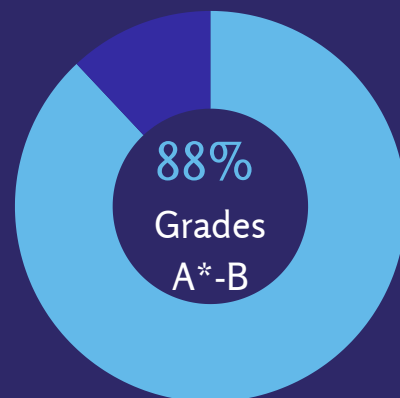
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The Head of Admissions will be an ambassador for the College who will develop and deliver effective recruitment strategies as well as ensuring the highest standards in all admissions communications.

Their work will be rooted in building strong relationships with families, community partners and staff to support the College's growth and reputation. Managing the entire admissions journey, from initial enquiry through to enrolment, they will ensure a positive and seamless experience for all families.

This pivotal role requires a blend of strategic vision, data-driven decision-making, hands-on operational execution, and strong leadership to meet the school's strategic targets.



Key Responsibilities

The Head of Admissions will collaborate closely with the Head of Marketing and will report directly to the Head. In the overall leadership of their department they will:

Admissions

- Deal with admission enquiries and ensure records are maintained for all prospective applications;
- Arrange and lead prospective parents' tours and visits;
- Organise and lead admission-related activities including Open Mornings and Team Building Day;
- Oversee all enquiries made to the Admissions' office and maintain complete and accurate records of parent/student details along with all prospective new student intake in the school management system;
- Cultivate and maintain strong relationships with feeder schools, agents, and prospective families, leading tours and informational events;
- Maintain and review an annual calendar of events for admissions purposes;
- Oversee and update the Admissions Policy and contribute to other policies as requested;
- Develop and implement a strategic admissions plan aligned with the School Development Plan, ensuring agreed recruitment and pupil number targets are met across all entry points;
- Hold responsibility for admissions targets by year group and oversee the full admissions pipeline from initial enquiry through to enrolment;
- Oversee re-enrolment and internal progression processes, monitoring retention trends and working with senior leaders to support pupil retention at key transition points;
- Analyse admissions data and market trends, providing insights and recommendations to the Head and SLT to inform strategic decision-making; and,
- Oversee the offer-holder experience, including induction events and transition support, ensuring a smooth integration into the school community.

Branding and Enrolment

- Cooperate with Head of Marketing to market the school to appropriate target markets for recruitment of students.

Entrance Examinations and Scholarship

- Oversee and administer, in liaison with the Deputy Head Academic, Exams Liaison Officer and the Director of Learning Support, all entrance examinations;
- Ensure all necessary references and other information for each applicant are obtained from previous schools as part of the application process;
- Participate in the process of awarding places, scholarships and bursaries, in liaison with the Head and Finance Department; and,
- Liaise with the staff and the Sixth Form Team, as appropriate, about admissions into other year groups.

General Responsibilities

- Serve as the public face of the College for prospective parents;
- Report to the Head and other members of the SLT on relevant matters;
- Provide reports for the Head to submit to Governors as required;
- Manage the Admissions Department budget, including related events, and provide input into bursary and scholarship allocations in liaison with Finance;
- Line-manage and develop the Admissions team, including workload planning, performance management, and staff professional development; and,
- Ensure admissions processes comply with safeguarding, equal opportunities, and relevant regulatory requirements, including ISI and KCSIE guidelines.

Wider Contribution

- Work with the Marketing Department to increase student recruitment; and,
- Represent and articulate the school's Jewish ethos to prospective families, liaising with community organisations, feeder schools, and relevant religious authorities as appropriate.





Person specification

Qualifications and Knowledge

- Previous experience of the admissions process in Independent schools;
- Evidence of experience and skills in the management of people;
- Knowledge of British Jewry and understanding of the Jewish community including relationships with communities, synagogues, feeder schools etc;
- Good GCSE and A Level qualifications or equivalent;
- Knowledge and understanding of Immanuel College, our values and working practices; and,
- Knowledge and commitment to working within the framework of the College's Equality and Diversity policy.

Professional Skills and Attributes

- Exceptional communication and interpersonal skills;
- Advanced administrative capabilities with strong IT proficiency;
- Proven ability to lead and develop effective relationships at all levels, both internally and externally;
- Highly organised, with strong attention to detail and the capacity to work efficiently and calmly in a fast-paced environment;
- Strategic and creative thinker with the ability to influence and communicate persuasively;
- Attuned to the needs and concerns of parents, demonstrating empathy and professionalism;
- Strong commercial awareness and sound business acumen;
- Professional and confident telephone manner; and,
- Excellent listening skills, with the ability to understand and empathise with prospective families.

Pastoral Care and Safeguarding

- A clear commitment to pastoral care, pupil wellbeing, and safeguarding responsibilities.

Wider Contribution

- Commitment to the School's Safeguarding Policy, our ethos and values;
- A genuine interest in education and an enthusiasm for working with children.

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: **10:00am on Monday 2 March 2026**

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact Recruitment, Mrs Rayna Niazi at jobs@immanuelcollege.co.uk.

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".



"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

