



Felsted

FELSTED SCHOOL JOB DESCRIPTION

International Admissions Manager

The Role

Accountable to: Head of Admissions

This role is a pivotal position within the Admissions team, responsible for driving international market growth, generating demand, and leading the recruitment of overseas pupils in line with pupil number targets set by the School. International recruitment is a key strategic priority for Felsted School, and the International Admissions Manager is accountable for expanding Felsted's global reach, increasing enquiry volume, and maximising conversion across all international markets.

The post holder must build and sustain high-value, commercially productive relationships with families, educational consultants, agents, and partners worldwide, ensuring all activity is compliant with legal and immigration requirements.

The International Admissions Manager is responsible for selling the Felsted School experience, articulating a compelling value proposition, and managing the full recruitment pipeline from lead generation through to enrolment. This includes proactive business development, targeted outreach, and strategic follow-up to secure commitments from prospective families.

Internally, the post holder must work collaboratively with colleagues across the School, ensuring transparency, alignment, and timely communication across all international admissions processes.

The post holder must demonstrate cultural intelligence, sensitivity to international expectations, and an ability to navigate diverse concerns, communication styles, and language barriers.

The role requires significant international travel to attend events, cultivate partnerships, and meet families and consultants overseas.

Role Responsibilities (illustrative, not exhaustive, list):

- To lead all International Admissions processes in a timely manner, from pipeline management through to arrival, working with Admissions Assistants
- Establish and maintain strong relationships with educational consultants and agents who will recommend Felsted to prospective families. Strong relationships are based on good communication, in-person visits and strong knowledge of the school.
- Attend events and meetings overseas to build relationships with partners and to promote Felsted within existing or new markets
- Direct involvement with induction processes, including the induction week for international pupils held in August, informing families of arrangements and meeting them on arrival.
- Support international strategy maintenance, update and delivery, in collaboration with the Head of Admissions, wider Admissions team and Marketing Team.
- Closely collaborate with the International Student Support Coordinator so that Child Student Visas can be accurately sponsored and Home Office requirements are adhered to at all times
- Provide regular reporting and updates on international recruitment to the Head of Admissions
- To provide excellent customer care and to be an unfailingly positive ambassador for Felsted School

- Any other tasks that will increase pupil/parent/partner satisfaction and create a leading international profile for Felsted, within the confines of the whole school strategy
- Any other reasonable ad-hoc duties within the post holder's skill and ability.

Skills, Knowledge and Experience

Essential:

1. Exceptional Business Development skills, particularly in an international recruitment environment
2. Strong relationship builder with a positive attitude toward providing excellent customer service
3. Proven track record of target-driven sales performance
4. Exceptional interpersonal skills including the ability to effectively communicate with a wide range of contacts both internally and externally
5. Confident and proactive predisposition
6. Excellent written and oral communication, adaptive to the audience
7. Excellent attention to detail with an ability to work to deadlines and manage time appropriately, taking note of differing priorities
8. Integrity and confidentiality to be maintained at all times
9. Ability to remain calm, professional and flexible within a busy environment
10. Promote positive working relationships

Desirable:

11. Previous experience of working in educational business development
12. Ability to speak languages other than English
13. Experience of engaging with cultures and nationalities other than your own

Reward and Recognition

- Annual leave allowance of 25 days each year plus public holidays
- Employer and employee contributory Pension scheme (4% match)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site Coffee Shop

Terms of Employment

- All-year round, 52 weeks per year
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Monday to Friday from 8:30am to 5:00pm (with a one hour unpaid lunch break each day), although flexibility is required due to events or travel requirements in alternative timezones
- Salary dependent upon skills, knowledge and experience
- Working 37.5 hours per week
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____