



Hockerill

Admissions Officer Job Description



Hockerill is a co-educational 11-18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship.

The College currently has 933 students, over 40% of whom are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant, international ethos, it attracts students from both the UK and overseas. The College timetable reflects the boarding nature of the school with lessons on some Saturday mornings (20).

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity and we offer a wide-ranging and exciting provision.

The Curriculum

The College is academically strong, both in terms of GCSE and International Baccalaureate (IB) Diploma results. The IB Diploma is the sole course of study offered post 16, the Middle Years Programme and GCSEs are followed in lower years.



The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision (most students take two modern European or Oriental languages at GCSE) and bilingual humanities teaching. All language lessons are delivered entirely in the target language.

The College has been consistently ranked in the top tier of UK state comprehensive league tables. It is included in

the list of best schools published by The Sunday Times 2024 Schools Guide.

Students follow a broad and academic Curriculum, including two Modern Foreign Languages at key stages 3 and 4. Students also study at least one Humanity subject to GCSE alongside English, Mathematics and Sciences. Additionally, Hockerill offers PE, Economics, Japanese, Mandarin, Drama, Computer Science and Business Studies as well as a variety of Technology subjects, to at least GCSE level.

To support the students in preparing for life after Hockerill, there is a Careers Programme which supports all age groups and University Admissions Co-ordination. Around 70% of UK students go on to Russell Group universities. Some students also have the opportunity to undertake work experience abroad.

Extra-Curricular Activities

The Sports, Music and Extra-Curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and its students can access tuition for a wide range of instruments. There are also a number of different ensembles and groups for communal music experience, including the prestigious College Big Band. Students perform in a number of musical events and drama productions throughout the year.

Sports on offer at Hockerill include Hockey, Rugby, Football, Basketball, Netball, Golf, Cross Country, Cricket and Athletics, and for a relatively small College, Hockerill performs at a high standard, winning district competitions for Rugby, Hockey, Football and Netball.

Extra-curricular activities are varied and diverse and include additional sports clubs, debating and public speaking clubs, chess club, Eco club, Model United Nations and Amnesty International clubs, Duke of Edinburgh programmes and a well established and highly respected Combined Cadet Force (CCF).



Exchanges and Trips

Students are positively encouraged to participate in trips and exchanges abroad. By the end of Year 11 almost all students will have experienced school and family life in a different language and country and a number will have had several such experiences.

Recent and planned trips overseas include residential visits and exchanges in Europe to France (Paris, Normandy and La Coume), Belgium (Liege), Italy, Spain (Santiago de Compostello and Seville), Germany (Potsdam, Berlin, Münster, Lübeck) and further afield to Zimbabwe, the United States, China and Japan. Domestic trips start with our Year 7 team building trip continuing through to Duke of Edinburgh Gold expeditions in the Sixth Form.

The Site

Located in the centre of Bishop's Stortford in Hertfordshire, the College has a campus with buildings ranging from Victorian to modern and surrounded by tranquil landscaping and many mature trees. On site are six Boarding Houses, all of which are located on the campus. A Health Centre, Chapel, as well as a Music Suite which has recording facilities.

Hockerill's Sports Hall opened in 2019, further enhancing the College's sports offering, followed by the Science Centre in 2020. A new Sixth Form space was completed at the beginning of 2024.

History

Hockerill has an interesting history, and was originally established in the early 1850s. It was a teacher training college until 1978 and maintains links with former trainees. It re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994. It completed its transformation into Hockerill Anglo-European College in 1998; at the same time becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as its sole course for Sixth Form study. Hockerill Anglo-European College gained Academy status in February 2011.

For further information about the College, please see their website at www.hockerill.com.



Job Description

Responsible to: Admissions Manager

Induction, Training and Development

Appropriate induction, training and development is valued by the College, is the responsibility of the line manager and is an entitlement of the post holder whether new to the College or to the post.

Aims of the Post

To provide a high level of admissions service to prospective families, both in the UK and overseas.

Key Responsibilities

- Coordinate the admissions journey for prospective **day and boarding applicants**, from initial enquiry through to entry to the College. This includes responding to enquiries, arranging visits, processing applications, coordinating interviews, issuing offer letters, maintaining regular contact with families, and tracking progress through each stage of the application and onboarding process. Liaise effectively with internal and external stakeholders to ensure a timely, well-managed experience.
- Act as a professional ambassador for the College, promoting its ethos, values and educational offer to prospective families. This includes conducting tours, representing the College at day, evening and weekend recruitment events and education fairs, and contributing to admissions-related marketing activity such as website content, directory listings and promotional materials.
- Work collaboratively with academic, pastoral, boarding and support teams to deliver a smooth, welcoming and positive admissions experience for prospective students and their families.
- Maintain accurate, timely and compliant admissions records and data. Use the College's admissions platform (Applicaa) and other relevant systems effectively, ensure timely requests for and responses to data, and record appropriate information on the College's Management Information System (MIS).
- Provide administrative support for the College's admissions processes, including the organisation and administration of aptitude tests and the collation and dissemination of results.
- Provide administrative support in relation to admissions appeals, including the preparation and write up of the College's case, in line with statutory requirements.
- Ensure compliance with national and local legislation, statutory guidance and best practice relating to admissions, selection and appeals, maintaining a strong understanding of current requirements.
- Provide general administrative support for the work of the department.

- Undertake any other duties reasonably required to support the work of the College and its students, as directed by the Principal.

Confidentiality

During the course of employment the post holder may see, hear or have access to information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 2018. Employees are required to act in accordance with the College's Online Safety policy.

Safeguarding Children

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

Health and Safety

The post holder will comply with the College's Health and Safety policy at all times.

Person Specification

Qualifications and Training

- Educated to at least A Level or equivalent.

Experience and Skills

- Strong administrative and organisational skills, with excellent attention to detail.
- Confidence using digital systems, including Microsoft Office and online platforms.
- Experience managing or working with a CRM or admissions database (e.g. Applica).
- Ability to prioritise workload and meet deadlines in a fast-paced environment.
- Strong professional presentation and interpersonal skills, with the ability to represent the College confidently and positively to prospective families, creating a strong first impression and effectively promoting the College's offer.

Personal Qualities

- Excellent written and verbal communication skills, with the ability to build rapport with a wide range of stakeholders.
- Professional, approachable and customer-focused, with a warm, confident and persuasive manner suited to a front-facing admissions role.
- Confident acting as an ambassador for the College, able to communicate its ethos, values and educational offer clearly and convincingly.
- Willingness to work occasional evenings or weekends to support interviews, open events and recruitment activities.
- A strong commitment to safeguarding and promoting the welfare of children and young people.

Desirable

- Experience in an admissions, education or professional services environment with a strong external-facing element.
- An understanding of, or genuine interest in, boarding education.

January 2026

Hockerill Anglo-European College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.