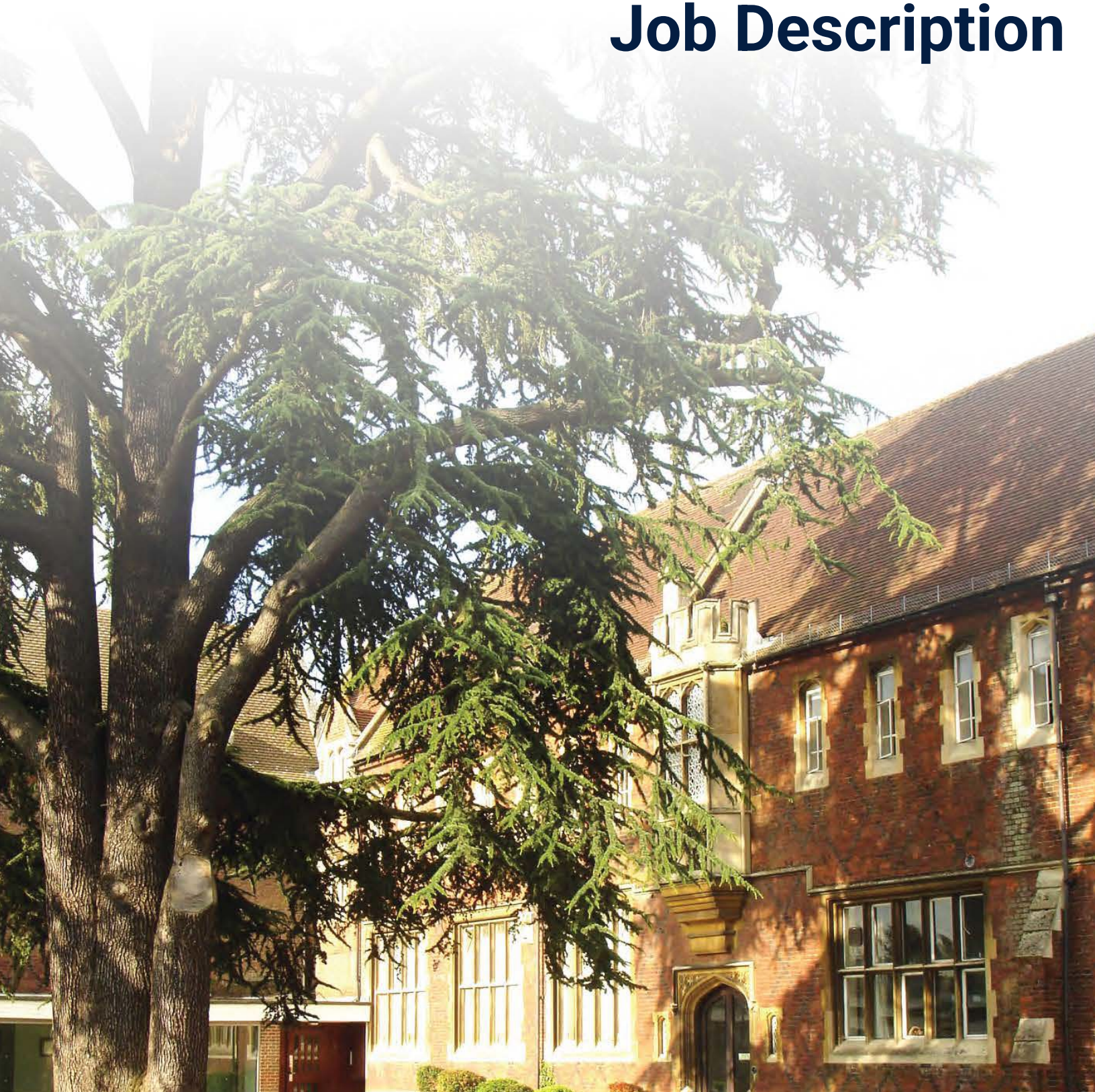




Hockerill

Admissions Manager 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. From September 2027, the College will broaden its post-16 provision to offer A Levels alongside the IB Diploma, ensuring that all students can access the pathway best suited to their strengths, aspirations and future plans.

The College currently has 905 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, and values the diversity, cultural richness and global perspective this brings. The College timetable reflects the boarding nature of the school, with lessons on some Saturday mornings.

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 Programme has been the cornerstone of our Sixth Form for many



years, and remains central to the College's identity and international outlook. From September 2027, Hockerill will offer A Levels alongside the IB Diploma Programme, broadening our Sixth Form curriculum so that every student can follow the pathway best suited to their individual profile, ambitions and preferred style of learning.

The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision. All students study two Modern Foreign Languages at Key Stage 3, with most students continuing to study two languages through to GCSE.

The College has a long-standing reputation for academic excellence and strong outcomes, combined with an inclusive, supportive ethos. Ranked 16 in The Sunday Times Parent Power

Schools Guide for 2026, Hockerill continues to be recognised nationally as one of the country's leading state schools.

Students follow a broad and academic curriculum. Students also study at least one humanity subject to GCSE alongside English, Mathematics and Sciences, with most students studying three separate sciences to GCSE. Additionally, Hockerill offers Art, Business Studies, Computer Science, Design Technology, Drama, Food and Nutrition, Japanese, Mandarin, PE, and Religious Education to at least GCSE level.

To support 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, and some progress to leading international universities across the world, including Ivy League institutions in the United States. Some students also have the opportunity to undertake work experience abroad. The College's Sixth Form pathways will continue to support excellent progression to Russell Group universities, competitive apprenticeships and international destinations.

Extra-Curricular Activities

The sport, music and wider co-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 students can access tuition for a wide range of instruments. There are a number of ensembles and groups for communal music-making, including the prestigious College Big Band. Students perform regularly in 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. For a relatively small College, Hockerill performs at a high standard and regularly achieves success in district competitions.

The wider co-curricular programme includes additional sports clubs, debating and public speaking, chess, Eco club, Model United Nations, Amnesty International, Duke of Edinburgh and a well-established and highly respected Combined Cadet Force (CCF). The co-curricular programme is a central part of life in a 24-hour international community, enabling students to develop confidence, leadership and character.

Exchanges and Trips

Students are strongly 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 many will have taken part in more than one such experience.

The College has a long-standing commitment to international opportunities, including residential visits and exchanges across Europe and further afield. Recent and planned destinations include France, Belgium, Italy, Spain and Germany, as well as Zimbabwe, the United States, China and Japan. Domestic opportunities begin with the Year 7 team-building residential and continue 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 occupies a distinctive campus with buildings ranging from Victorian to modern, set within tranquil landscaped grounds and mature trees. The site includes five boarding houses, all located on campus, as well as a Health Centre and Chapel.

Hockerill's Sports Hall opened in 2019, followed by the Science Centre in 2020. A new Sixth Form space was completed at the beginning of 2024, further enhancing the facilities available to students in our 11–18 community.

History

Hockerill has a distinctive history, originally established in the early 1850s as a teacher training college. It remained in this role until 1978 and continues to maintain links with former trainees. The College re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994.

Hockerill completed its transformation into Hockerill Anglo-European College in 1998, becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as the cornerstone of Sixth Form study. Hockerill gained Academy status in February 2011.

For further information about the College, please visit the website: www.hockerill.com.

Job Description

Responsible to: Director of HR and Marketing

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.

Purpose of the role

To lead and manage the College's admissions processes for Year 7, Sixth Form, In-Year Day and Boarding applicants, ensuring a high-quality applicant experience, compliance with statutory requirements and effective operational delivery. The postholder will play a key role in supporting student recruitment and boarding occupancy through effective stakeholder engagement, admissions management and data-informed planning.

Key Responsibilities

Admissions Leadership

- Lead and manage the College's admissions processes for Year 7, Sixth Form, In-Year and Boarding applicants, ensuring a high-quality applicant experience and compliance with statutory requirements.
- Line manage and support the Admissions Officer, ensuring effective operational delivery and continuous improvement.
- Contribute to the strategic development of admissions processes, supporting the College's recruitment and enrolment objectives.

Admissions Compliance and Appeals

- Ensure compliance with the School Admissions Code, Admissions Appeals Code and other relevant legislation and guidance.
- Lead the preparation and presentation of admissions appeal cases on behalf of the College.
- Maintain and review admissions policies, procedures and documentation, ensuring they remain compliant and fit for purpose.
- Liaise with local authorities, legal advisers, agents and external agencies on admissions matters.

Boarding and Student Recruitment

- Lead admissions activity for boarding applicants, working closely with boarding and marketing colleagues to support recruitment targets.
- Develop and maintain positive relationships with prospective families, agents, feeder schools and partner organisations.
- Represent the College at Open Events, Taster Days, Boarding Experiences and other recruitment activities.
- Promote the College's distinctive international and boarding ethos through all admissions engagement.

Admissions Operations and Reporting

- Oversee the management of applicant records, admissions data and communications through College systems.
- Coordinate aptitude testing, enrolment and onboarding processes.
- Monitor admissions performance, conversion rates and recruitment trends, producing reports and analysis for senior leaders and governors.
- Use data and market intelligence to inform recruitment strategies and improve applicant conversion and retention.

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

Essential

- Educated to Level 3 (A-Level or equivalent).
- Evidence of relevant professional development.

Desirable

- Degree-level qualification or equivalent.

Experience

Essential

- Experience of managing admissions, recruitment, or other complex administrative processes.
- Experience of working with confidential information and maintaining accurate records.
- Experience of using databases or management information systems.

Desirable

- Experience working within a school, college, academy or boarding environment.
- Experience of line management.

Knowledge and Skills

Essential

- Understanding of admissions processes and customer service.
- Knowledge of data protection principles and safeguarding responsibilities.
- Excellent organisational, communication and interpersonal skills.
- Ability to interpret policies, procedures and guidance and apply them accurately.
- Strong IT skills and ability to analyse and present data.

Desirable

- Knowledge of the School Admissions Code and Appeals Code.
- Experience of Bromcom, Applica or similar systems.

Personal Qualities

Essential

- Professional, approachable and discreet.
- Able to manage competing priorities and meet deadlines.
- Strong attention to detail and accuracy.
- Commitment to safeguarding, equality and inclusion.
- Ability to work collaboratively and build positive relationships with a wide range of stakeholders.

Candidates will be shortlisted against the following five criteria:

1. Experience of admissions, recruitment or complex administration.
2. Experience of managing data and information systems.
3. Knowledge of admissions processes, compliance or regulatory frameworks.
4. Communication and stakeholder management skills.
5. Organisation, accuracy and ability to manage competing priorities.

June 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.