



Head of Admissions

Hours:	8.30 - 4.30, Mon-Fri	Contract type:	Full-time, Permanent
Salary:	£42,000 - £48,000	Line manager:	Chief Operating Officer
Start date:	01/10/2026	Department:	Admissions

Role Overview and Key Responsibilities:

The Head of Admissions is responsible for the effective operational management of the School's admissions function, ensuring a seamless, efficient, and high-quality experience for prospective families from initial enquiry through assessment, to enrolment. Leading a small team comprising the Admissions Registrar and Admissions Administrator, the postholder will contribute to the development and delivery of the admissions strategy and oversee the day-to-day delivery of admissions activity. They will use data, reporting, and process improvement to ensure the integrity of suitability assessments, maximise enquiry conversion and pupil recruitment, and identify opportunities for innovation and continuous improvement. This is a hands-on leadership role requiring strong people and organisational skills, innovative concepts, attention to detail, and the ability to manage competing priorities in a fast-paced environment. Working closely with colleagues across the School, the Head of Admissions will ensure admissions processes are accurate, responsive, compliant, and aligned with the School's recruitment objectives.

About the Department:

The Admissions Department is at the heart of the School's recruitment and enrolment activity, providing a welcoming and professional service to prospective families. The team manages every stage of the admissions journey, from initial enquiry and school visits through to assessment of need, offers, and pupil onboarding. As a key source of recruitment intelligence, the department maintains accurate admissions data and produces reports that support informed decision-making and effective resource planning. Through a strong focus on customer service, efficiency, and continuous improvement, the team plays a critical role in achieving the School's pupil recruitment targets and maintaining its excellent reputation.



Kindness

Spirit

Responsibility



Person Specification

Attributes	Essential	Desirable
Proven experience in admissions, recruitment, or a similar customer-facing leadership role.	X	
Strong leadership and line management experience.	X	
Excellent interpersonal and communication skills, with the ability to engage a wide range of stakeholders.	X	
Highly organised with strong attention to detail and the ability to manage multiple priorities.	X	
Ability to analyse data and use insights to inform strategy and decision-making.	X	
A proactive, flexible approach with a commitment to delivering exceptional customer service.	X	
Strong, secure and personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	X	
Experience working within an independent or specialist education setting.		X
Experience in event planning and delivery.		X
Knowledge or understanding of learners with additional educational needs.		X
Experience with Microsoft Office and School MIS Systems (e.g., Engage).		X

*A - Application | I - Interview | T - Task

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.



Our People Promise



Wellbeing & Support

- Access to a confidential Employee Assistance Programme for personal and professional support.
- Free use of on-site fitness gym to support your health and wellbeing.



Everyday Convenience & Value

- Free on-campus parking set within the School's beautiful grounds.
- Cycle to Work Scheme to support sustainable and healthy commuting.
- Access to high-street and lifestyle discounts, including teacher discounts and Blue Light Card-style savings, offering reduced prices on shopping, dining, travel, and entertainment.



Great Food, On Us

- Award-winning complimentary meals provided during working hours in the School's refectory.



Pension & Financial Security

- Teaching Staff: Access to a defined contribution pension with a highly competitive 21.3% employer contribution, including Death in Service and Income Protection cover. Eligible employees may alternatively remain in the Teachers' Pension Scheme (TPS), with the option to make up any difference above the 21.3% employer cap via a salary adjustment (further details available).
- Non-Teaching Staff: Membership of the NEST pension scheme, with employer contribution to support long-term financial wellbeing.



Career Development & Training

- A comprehensive induction programme, including a fully funded, nationally recognised Level 3 SEND qualification.
- Ongoing professional development, specialist qualifications, and continuous learning supported through INSET days and training opportunities.



Safeguarding, Equality, and Data Protection

Safeguarding Statement

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

GDPR and Data Protection Statement

By applying for this role, you agree that More House School may process your personal data for the purposes of recruitment and selection, in accordance with GDPR / UK GDPR. Information you provide will be used only for assessing your application, progressing the recruitment process, and carrying out any necessary pre-employment checks. Your data will be stored securely, accessed only by authorised staff, and retained in line with our data retention policy. You have the right to access, correct, or request deletion of your personal data at any time. Further details are available in our Privacy Notice.

