Admissions Manager

Halliford School
SHEPPERTON

About the role

We are seeking an enthusiastic, energetic, and motivational Admissions Manager who will play a crucial role in helping to build on the success of Halliford School. The ideal candidate will be a natural and engaging communicator and possess excellent organisational and administrative skills with good attention to detail when handling data. A sensitivity to prospective parents' needs and a confidence to positively promote the school is essential to the success in this role.

Salary

The post holder will be paid on the appropriate point of the Halliford Support Staff Pay Scale. We have our own pay scale, which is significantly competitive and well above the maintained sector.

Hours of Work

This is an all-year-round full-time role with the working pattern likely to be 8:30am to 5pm, worked over 5 days per week, during term time. During school holidays the hours are 9am to 4pm. Flexibility will be required to support recruitment events, and open events that take place outside the standard hours at evenings and at weekends to fulfil the remit of the role.

Lines of Responsibility

The Admissions Manager reports to the Bursar and Headmaster. The Admissions Team is situated in the heart of the main Georgian House and consists of an Admissions Assistant. The Admissions Manager will work very closely and collaboratively with the Marketing and Communications Manager and both roles will provide mutual support to each other at peak activity periods.

Key Responsibilities

The Admissions Manager will manage a welcoming and professional admissions process for prospective students and their families to ensure that all interactions and communications receive a positive impression of Halliford School from enquiry, arranging visits and tours, interviews and entrance exams to making offers and enrolling new students at the various entrance points into the School**.** Key to success is ensuring the values of the school in putting each individual family's needs at the heart of the process.

The principal responsibilities of the Admissions Manager are:

Admissions Process

- To be a key point of contact for all matters relating to admission to Halliford School.
- To ensure that individual visits to the School are well coordinated for prospective parents and Students.
- To meet personally with prospective parents and students to discuss matters relating to admission to Halliford School.

- To organise and attend all Halliford School Open Days, Visitor Mornings, Taster Days, entrance assessment days, Offer Holder days and other prospective student events.
- To keep accurate records of all involvement with families throughout the admissions journey.
- To manage and forecast the school roll.
- Assist the Headmaster and the Deputy Head Academic with the assessment process decision-making at all entry points, offers, rejections and waiting list places.
- To work closely with the Headmaster to build, manage and maintain entry and waiting lists.
- Maintain contact and foster positive relationships with feeder schools.
- Implement effective follow up systems for all enquiries, tours, registrations and offers.
- Prepare and oversee admissions-related correspondence.
- Contribute to ongoing adaptions and enhancements to the admissions process ensuring the process remains fully compliant with the Admissions Policy.

Strategy

- Work alongside the Headmaster, Bursar and Marketing and Communications Manager to develop and implement a strategy for future student recruitment in line with our aims and ethos and ensure the school continues to thrive. Key admissions targets are set annually.
- Develop links and look at new opportunities to develop and expand our relationships with our feeder school networks.
- Oversee and develop to use of digital and other systems within the admissions process.
- Responsibility for collating key admissions data and regularly reviewing and evaluating this data to ensure the Headmaster and Bursar are fully appraised of the position the school finds itself in.
- Ensure the Headmaster is kept appraised of all admissions information on a regular and timely basis so that he is able to present this to the Governing Body.

General Student Administration

- Manage the onboarding and induction process for new students including releasing offer and joining letters.
- To perform the annual House allocation for new joiners.
- Ensuring that the student induction materials (the ‘joiner pack’) is fit for purpose, including working together with the Data Administrator and Bursary.

Provision of Data & Information

- Ensuring that data entry, operation and input to the Admissions area of the school database (iSAMS) is fit for purpose and fully compliant.
- Compile statistical information to provide metrics for admissions, marketing and tracking purposes.
- Produce, evaluate and present reports to the Headmaster, Bursar, SMT and Governors to monitor and review admissions, as required.
- Responsibility for production of the statutory Admissions Register and the maintenance of electronic files to comply with DfE (Independent School Inspectorate) regulations.
- Responsibility for Leavers and Joiners reporting to Surrey County Council (Children Missing in Education legislation), working in close collaboration with colleagues to track any changes in roll
- Liaise with the Bursary regarding registration fees, deposits payments and deposit returns.

Marketing

- Produce with the assistance of the Marketing and Communications Manager an admissions calendar in agreement with the Headmaster and Senior Management Team.
- Promote and market the school effectively in line with agreed strategy alongside the Headmaster and Marketing and Communications Manager.
- To assist in the promotion and further development of the school's bursary recruitment strategy.
- Responsibility for ensuring that admissions information remains consistent.
- Participate in Halliford School Open Days and other internal and external Admissions and promotional events including representing the School at all external prep and primary school student recruitment events.
- Support the Marketing and Communications Manager in key events and activities in school and externally.
- Review and develop the Marketing aspects of the School Website.

	Essential	Primary means of assessment
A proven and successful background in working within Admissions	✓	Application Form
A strategic approach to working across a complex organisation and an ability to be a self-starter.	✓	Interview
Diplomacy and a highly professional work manner.	✓	Interview
Strong and engaging communication both face to face and in well-crafted written communications	✓	Application Form & Interview
A confidence to positively promote and position the school and its values	✓	Interview
A positive attitude with the ability to work both on your own initiative and flexibly, getting involved in school life	✓	Interview
Creative thinking and the ability to see the big picture whilst also maintaining attention to detail		
Strong organisational and administrative skills.	✓	Interview
Outstanding attention to detail when handling data and confident with IT systems (ideally with Excel and database experience).	✓	Application Form
An ability to learn quickly and work efficiently	✓	Interview
Experience of working in schools and a good understanding of the Senior school sector.	✓	Application Form
High levels of personal integrity and an empathy with the ethos and values of Halliford School	✓	Interview
Experience of extracting and manipulating data and producing reports to show trends and patterns.	✓	Interview
An understanding of GDPR and how to operate within its requirements	✓	Interview
Personal energy and enthusiasm, with a positive outlook and a customer service mentality	✓	Interview
A capacity for strategic thinking, but with a strong grasp of detail.	✓	Interview
A clear commitment and the skills to promote an inclusive and diverse school community	✓	Interview

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: zoe.fazackerley@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 21st August 2026**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.