

Admissions Manager
Full Time (all year round)
37 ½ hours per week
September 2025

Kent College is a school that ensures every student succeeds above and beyond their potential, as shown by our outstanding value-added results which place us as one of the top schools in the country. Academically, creatively, in Music, Drama and Sport, we nurture, support and encourage our students to thrive. Our flexible and personalised offer allows every student to follow their own path in life and excel. Nurturing and care is at the heart of what we do. We are a community of unique individuals, each with our own characters, personalities and strengths, and brought together by our Methodist ethos of doing all the good you can.

Our ethos of kindness, community and inclusive nurturing, alongside excellent teaching and learning, a flexible curriculum and fantastic facilities are the key to success for our students.

Individual excellence is at the heart of the Kent College community.

We value:

Achievement,
Support for all,
Purposeful citizenship,
Individuality,
Reliability, resilience, respect, and
Enquiring and creative minds.

Are you a proactive, enthusiastic and highly organised Admissions Manager wishing to join our vibrant and successful school as part of the Marketing and Admissions Team? This is a critical role in the school and the successful candidate will coordinate the admissions process from initial point of contact through to final acceptance and entrance.

Applicants should be able to demonstrate senior experience of admissions management or customer service in a comparable organisation, have strong IT, data management and administrative skills and enjoy working as part of a successful team.

The following skills will be most relevant:

- Excellent administrative and organisational abilities, a methodical approach with the ability to use initiative, prioritise workload and meet strict deadlines.
- Strong written and oral communication skills with a keen eye for detail.
- Advanced IT and Database skills with experience of the use of analytics to inform decision-making.
- Knowledge and experience of the independent education sector is highly desirable.

The Marketing and Admissions Department is an integral part of the success of the school. The team will consist of a Director of Marketing and Admissions, Admissions Manager, an

Admissions Coordinator, Interim Marketing Manager and Marketing Creative Director. The team works collaboratively and focuses on delivering seamless customer service and industry leading marketing practises. The successful applicant should expect to become embedded in the life of the school and there will be opportunities to engage with different departments and teams, as well as developing your own skills through training opportunities.

Kent College Pembury operates its own salary scale. The position is likely to be in the range of SSG9.1 to SSG9.5 (£35,289.03 to £37,663.62).

We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the pupils, and fellow colleagues, to achieve their full potential.

Closing date: Monday 16 June 2025 by Midday.

The completed application form, including the names and addresses of two referees, CV and a letter of application should be sent to the Head, Miss Katrina Handford via hr@kentcollege.kent.sch.uk.

Candidates are encouraged to apply well before the deadline. We reserve the right to interview candidates before the closing date.

References will be taken up prior to interview. One of the referees should normally be the applicant's current or most recent employer. The post requires the highest level of clearance through the Disclosure and Barring Service (DBS).

Kent College is committed to safeguarding and promoting the welfare of children. Appointees must be prepared to undergo child protection screening Child Protection and welfare are taken very seriously at Kent College, with guidelines on confidentiality and staff-pupil relationship procedures well-publicised to staff.

All gaps of employment are to be accounted for and rigorously investigated. Referees are contacted to ensure the validity of the reference. Testimonials are not acceptable in place of confidential references.