

# Admissions Manager

Working Hours Monday –Friday 8.30–16.30

25 Days Annual Leave

## Job Purpose

The Admissions Manager is a key role within the Marketing and Admissions team. The role is centred on pupil recruitment and delivering prospective pupils, parents and agents the best experience of Kent College and all it has to offer as well as guiding them through the admissions process. The Admissions Manager will be a warm, confident and articulate communicator able to work in a proactive way and collaborate with the team and wider school community.

## Key Accountabilities

- To be a first point of contact with prospective parents and build a strong relationship with them throughout the admissions process.
- To oversee all communications with prospective families and international agents both verbally and written, ensuring that all experience a friendly, responsive and informed introduction to the school and admissions journey.
- To represent the school at recruitment events, feeder school fairs and, where appropriate, international market visits.
- To ensure effective follow up of all enquiries, tours, registrations and offers. To provide further information, invitations, advice and support where needed.
- To liaise with the Deputy Heads, Head of Prep School, Pastoral Leads, Student Managers and Head of the ISC for taster days.
- To process applications from parents and international agents and build a strong relationship with them throughout the admissions process.
- To coordinate the administration of entrance assessments both for UK and international pupils and the internal and external scholarship process.
- To prepare offer letters to parents informing them of entrance examinations and scholarship assessments.
- To liaise with the external immigration advisor to guide families through the visa application process.
- To liaise with external advisors to ensure compliance with latest guidance issued by UK Visas and Immigration (UKVI) in sponsoring international pupils under the student visa scheme.
- To ensure that admissions records and statistics are accurately maintained and up to date on ISAMS (school's database) and liaise with the bursary and admin teams as required.
- To produce a weekly current and forecast numbers update. Track pupil retention within key year groups and provide relevant and accurate information to senior management.
- To be responsible for off rolling pupils.
- To work with the Admissions coordinator, ensuring that the s/he is providing a proactive, helpful and efficient service.
- To contribute to the overall marketing and external relations strategy.
- To work occasional evenings and weekends for events and will be expected to become involved in the life of the school.

## General

- To uphold the aims, ethos, reputation and good name of Kent College.
- To be in sympathy with the school's Christian foundation.
- To participate fully in the life of the school.
- To hold a first aid certificate and to administer basic first aid, if required.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be amended at any time after consultation with you.

Admissions Manager Signature:	Head's Signature:
Date:	Date:

June 2025