



WEST BUCKLAND
SCHOOL

Join Our Team

WE'RE HIRING

Admissions Manager

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub', a centre for personalised learning and development, Café 58 sixth form dining and social space, as well as Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



Admissions Manager

This post presents an opportunity to join a well-established independent school set in the foothills of Exmoor and the North Devon coastline.

An opportunity has arisen to join the operational team in West Buckland School as Admissions Manager. This is a full-time year-round role, which – due to the nature of the role – requires a degree of flexibility with regards to working hours.

Responsibilities

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.

1. Admissions Strategy: Help to develop and implement a comprehensive admissions strategy to attract a diverse pool of pupils, aligned with the school’s mission and enrolment goals. Strategy planning will require clear assessment of the impact of previous strategies including data analysis. Admissions strategy planning will also require close co-ordination with and understanding of the marketing function within the Marketing and Admissions team.

2. Enrolment Planning: Work closely with the school’s leadership team to forecast pupil numbers, identify trends, and plan for future student intake, taking into consideration class capacities, boarding accommodation, balance between boys and girls, year of entry for international students, subject choices for GCSE, A levels, BTECs and the IBCP.

3. Recruitment and Outreach: With Prospective Families to include:

- **Proactively engage** with prospective students and their families identified in the marketing strategy through various channels, including open days, school visits, fairs, and virtual online events.
- **Application Management:** Oversee the admissions application process, ensuring all required documents are received, reviewed, and processed efficiently to an agreed timescale and in adherence with school policies.
- **Evaluation and Selection:** Collaborate with the admissions selection committee to assess applications, arrange/conduct interviews, and make informed decisions on pupil admissions based on academic qualifications, character, and potential contributions to the school community.
- **Communication:** Maintain regular communication with prospective families,

answering initial enquiries, providing information about the school’s offer, and addressing any concerns or queries as they arise during the admissions journey.

- **Visa applications:** manage visa applications liaising with outside suppliers as necessary to ensure compliance at every stage with necessary records in place.

4. Bursaries and Scholarships: Administer scholarship programmes, working closely with the Head’s PA to assess scholarship applications and refer bursary applications to the Heads PA and Bursar and ensuring transparency and fairness throughout the process. Liaise with Foundation representatives to support bursary applications.

5. Recruitment and Outreach: With Agents:

- Relationship Management: Cultivate strong relationships with educational agents and consultants to enhance the school’s profile and reputation in a competitive market to attract potential applicants.
- Plan international trips for the year to tie in with Admissions Strategy and work with Marketing Manager to ensure these remain within the International Marketing budget.
- Plan domestic / sector events to support best practice within WBS Admissions including conferences, networking etc

6. Data Management: Maintain accurate and up-to-date records of prospective and enrolled students, ensuring GDPR & UKVI compliance.

7. Reporting: Provide termly reports on admissions statistics, enrolment trends, and other relevant metrics to support strategic decision-making.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Educated to at least A Level standard with GCSE in English and Maths at Grade C or above • Experience in a customer facing role with an ability to secure an agreement • Understanding of the education sector Understanding of compliance within an educational context • Excellent communication skills • Excellent organisation skills • Excellent interpersonal skills • Ability to work equally well in a team and/or on own initiative • Prepared to travel internationally • Ability to interpret statistical data to inform future strategies • An innovative approach that dares to be different 	<ul style="list-style-type: none"> • AMCIS Certificate in Admissions • Experience of working in the independent sector Experience of working with children

Application Process

Interested applicants should submit an application form and letter of interest to the HR Manager via email at: recruitment@westbuckland.com

Interviews will be held on receipt of satisfactory applications. There will be an opportunity to meet other members of staff and to see the school at work. Details of West Buckland Schools competitive salary will be discussed at Interview.

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.