



BREDON  
SCHOOL



Admissions Manager  
Appointment Brief







# About Bredon School

---

Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Admissions Manager

---

**Job Title: Admissions Manager**

**Reporting to: Registrar**

**Hours of work:** Full-time; 8am until 4.30pm term-time plus an additional six weeks to be worked in the school holidays, dates of which will be agreed with the Registrar. Occasional days for training / inset / Open days and events will also be required.

## **Overview of the role:**

Bredon School is looking for a dynamic and customer-focused individual to manage the day to day running of the Admissions Department alongside the Registrar of one of the UK's leading dyslexia friendly independent boarding schools.

The Admissions Manager will be responsible for International and UK boarding and day pupil applications.

The successful candidate will bring proven leadership experience in admissions, marketing, customer service or business development, along with a strong track record of excellent analytical, organisational, and communication skills.

With a confident and professional approach to your work, you will be capable of fostering a positive and inclusive working culture, that champions collaboration and high standards in all areas of work.

## **Main Duties:**

- Build prosperous relationships with prospective parents, applicants and agents, along with all aspects of the admissions process from initial enquiry through to enrolment.
- Ensure all communications to prospective families and our agents are timely, transparent and engaging.
- Manage a small team.

# Main Duties & Responsibilities

---

## **Main duties (cont.):**

- Be responsible for the day to day running of the department ensuring it is both efficient and daily activities are proactively managed.
- Be a team player who can deliver on Bredon's pupil number target in a challenging and changing marketplace.
- Plan and execute recruitment and admissions events to build relationships with feeder schools and families.
- Increase enquiries, applications and conversion rates by identifying and pursuing new markets and opportunities for pupil recruitment locally nationally and internationally.
- Foster a positive and inclusive working culture that champions collaboration and high standards in all areas of work.

## **Knowledge:**

- Build and maintain knowledge of pupils, staff, parents and other regular visitors to the school.
- Maintain detailed knowledge of school routines and forthcoming events.
- Computer literate with knowledge of Google and MS Office packages.
- Knowledge of marketing and market research skills.

## **Health and Safety:**

- To safeguard the health and safety of pupils and colleagues whether on the school premises or engaged in school activities elsewhere.
- To carry out any necessary risk assessments in line with the school's health and safety policy.

## **Other Responsibilities:**

Any other duties negotiated with the Headmaster and Registrar.

**Generic Accountabilities:**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

**Safeguarding Children:**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

**Confidentiality:**

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection:**

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

**Benefits:**

- Free onsite parking
  - Lunch provided in term time
  - Beautiful working environment
-

# Person Specification

---

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to A Level standard or equivalent with a minimum 5 GCSE's grade A*-C including English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Qualified in the principles of admissions (e.g. AMCIS Certificate in Admissions Management).</li></ul>
Skills/ Knowledge	<ul style="list-style-type: none"><li>• Experience of leading a team and the ability to motivate and inspire.</li><li>• Experience in a customer focused role.</li><li>• Experience of Admissions within the Independent Sector.</li><li>• Experience of working with Agents in relation to pupil recruitment.</li><li>• Excellent interpersonal skills and the ability to communicate effectively with governors, staff, present and prospective parents, pupils and external bodies both in the UK and internationally.</li><li>• Ability to work under pressure and meet deadlines.</li><li>• Attention to detail.</li><li>• Excellent administration skills and database management.</li><li>• Understanding of and commitment to safeguarding.</li><li>• IT skills.</li><li>• Knowledge of MIS and admissions systems</li></ul>	<ul style="list-style-type: none"><li>• Experience of CAS / UKVI requirements</li><li>• Knowledge of Boarding Schools</li><li>• Knowledge of Google systems</li><li>• Knowledge of SchoolBase</li><li>• Knowledge of Dyslexia</li></ul>

# Person Specification

---

	Essential	Desirable
Personal competencies and qualities	<ul style="list-style-type: none"><li>• 'Can do' attitude</li><li>• Sense of humour</li><li>• Ability to multi-task and manage your own priorities and workload and work to tight deadlines</li><li>• Enthusiastic and approachable</li><li>• Proactive, resourceful and innovative</li><li>• Flexible approach and adaptable to change</li><li>• An optimistic and resilient style when faced with pressure</li><li>• Team player</li><li>• Be smart, presentable and socially confident when dealing with people of all ages and abilities</li><li>• Discretion, tact and confidentiality</li><li>• Strong communication skills</li><li>• Commitment to diversity and equality</li><li>• Commitment to Health &amp; Safety</li></ul>	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.