



**Loughborough
Schools Foundation**

Nursery • Fairfield • Grammar • High



Admissions Manager (Loughborough High School) (Full time, Permanent)

About Loughborough Schools Foundation

Regionally rooted and globally connected

Loughborough Schools Foundation is a thriving community of three outstanding independent schools and a nursery, providing an exceptional education for children aged from 6 weeks to 18 years. Tracing its history back to 1495, the Foundation blends over 500 years of academic excellence with a forward-looking, globally minded approach that prepares young people to flourish in an ever-changing world.

About Loughborough High School

At Loughborough High School, we prepare girls not just for outstanding exam results, but for the lives they want to lead. We are a forward-thinking girls' school that combines academic excellence with exceptional care, empowering every student to grow into a confident, capable and compassionate leader.

Our students thrive in a culture of high achievement, supported by strong relationships, expert teaching and a focus on wellbeing. Here, every girl is known and championed.



THE POST

Admissions Manager (Loughborough High School)



THE ROLE

The Admissions Manager at Loughborough High School plays a vital role in delivering a warm, efficient and professional admissions process that reflects the School's ethos and values. As the key point of contact for prospective families, the Admissions Manager ensures an outstanding experience from first enquiry through to pupil enrolment.

The postholder will be highly organised, confident, and empathetic, with a strong customer service ethos and attention to detail. This is a pivotal, outward-facing role that combines operational precision with strategic insight, supporting pupil recruitment and retention.

The Admissions Manager will work closely with colleagues across the School, the wider Foundation and external networks to provide a responsive, data-informed and family-focused admissions experience.



ACCOUNTABILITY

The Admissions Manager reports to the External Engagement Director and works in close partnership with the Head of Loughborough High School and other senior colleagues. The role requires strong collaboration with Central Services colleagues and fellow Registrars / Admissions Managers across the Foundation.



MAIN DUTIES & RESPONSIBILITIES

Admissions Management & Family Experience

1. Manage the end-to-end admissions process for Loughborough High School, ensuring a consistently high-quality experience for all prospective families from first enquiry through to enrolment.
2. Provide timely, professional and personalised communication to prospective families at each stage of the admissions journey.
3. Maintain accurate, up-to-date records in the ISAMS, ensuring data integrity and compliance with GDPR.
4. Provide clear, accurate advice to families on entry points, fees, assessments, scholarships and school life.
5. Support the smooth transition of new pupils into the School, working closely with pastoral and academic colleagues.

Admissions Events & Enquiry Generation

6. Lead the planning, coordination and delivery of key admissions events including Open Days, Taster Days and Assessment Days.
7. Ensure that all admissions events are welcoming, well-organised and reflective of the School's values and high standards.
8. Collaborate with academic, support and marketing colleagues to deliver engaging and informative events tailored to different audiences.
9. Proactively follow up with attendees post-event to support conversion and relationship-building.

Collaboration & Stakeholder Engagement

10. Work closely with the Head, academic and pastoral staff, Marketing and Central Services teams to ensure a joined-up approach to admissions, communications and customer service.
11. Maintain strong working relationships with Admissions colleagues across the Foundation to share best practice and coordinate where appropriate.
12. Working in liaison with the Head, develop and maintain good relationships with feeder schools to support visibility and recruitment pipelines.

Reporting, Insight & Continuous Improvement

13. Monitor and analyse admissions data to inform strategy and decision-making.
14. Provide regular, accurate and insightful reports to the Head and External Engagement Director on enquiry levels, application trends, conversion rates and pipeline activity.
15. Identify opportunities to improve the efficiency and effectiveness of admissions processes, working collaboratively to implement change.

External Engagement & Market Awareness

16. Build and maintain an active external network with feeder schools and sector peers to gather market intelligence and share insights.
17. Remain informed of sector trends, competitor activity and policy developments in education and admissions.
18. Feed external insights and opportunities into School and Foundation planning, marketing and outreach activities.

Other Duties

19. Act as a professional ambassador for the School and Foundation at internal and external events.
20. Undertake other duties reasonably required to support the wider work of the School and External Engagement team.



PERSON SPECIFICATION

Requirements	Essential/ Desirable
Candidates / post holders will be expected to demonstrate the following	
Education	
Degree Educated	D
Relevant professional qualifications (e.g. Admissions, Marketing, Customer Service)	D
Experience, Knowledge and Skills	
Experience in a customer-facing or relationship management role	E
Exceptional communication skills, both verbal and written, with the ability to build relationships and represent the school effectively to external stakeholders	E
Strong interpersonal skills with a passion for delivering outstanding customer service	E
Strong understanding of admissions processes, data management, and best practices	E
Strong IT skills, including Microsoft Office, CRM and ISAMS	E
Confidence in data handling, reporting and analysis to inform decision-making	E
Proven ability to plan and deliver successful events	E
Understanding of the independent school market and prospective parent expectations	E
Experience in admissions or pupil recruitment, ideally in an educational setting	D
Personal Attributes	
A highly organised, methodical, and detail-oriented approach to managing multiple tasks simultaneously	E
Strong problem-solving skills, with the ability to work under pressure and meet deadlines	E
Be an excellent team player with a positive attitude, able to motivate and inspire others	E
Professional, welcoming and empathetic manner	E

Collaborative and team-focused, with strong relationship-building skills	E
High levels of integrity, confidentiality, and professionalism	E
Willingness to work flexibly, including evenings and weekends for events	E
Commitment to safeguarding and promoting pupil welfare	E

TERMS AND BENEFITS

Hours of work

- Full-time – office-based during term time, with some flexibility potentially available in school holidays
- Occasional evening or weekend working will be required

Salary and benefits

- Salary c.£40,000
- 23 Days holiday per year (plus Bank Holidays and campus Christmas closure)
- Contributory pension scheme
- Members of staff are entitled to a substantial reduction in fees for the children at any of the Foundation Schools (excluding Kindergarten and Nursery)
- School lunch is provided free of charge during term time



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