



JOB DESCRIPTION

JOB TITLE: Head of International Admissions

RESPONSIBLE TO: Director of Admissions and Marketing

RESPONSIBLE FOR: 1 x Admissions Manager – International and Summer School and 1 x Admissions Officer, International

PURPOSE OF THE POST:

This is a senior role for an experienced professional with proven experience managing a school-based international admissions team. The post-holder will lead the recruitment of international pupils across the Malvern College family of Schools, including Malvern College, The Downs Malvern, and the Malvern College Summer School. Applicants with experience that is limited to commercial or operational roles, without direct school admissions leadership, are unlikely to meet the essential criteria for this role.

KEY DUTIES:

International Engagement Plans

- Lead the development and implementation of annual strategic engagement plans for international recruitment across Malvern College (MC), The Downs Malvern (TDM), and the Malvern College Summer School (SS).
- Represent the MC Family of Schools at international pupil recruitment events (B2B and B2C), evaluating outcomes and making strategic recommendations to enhance brand presentation.
- Conduct annual reviews of engagement plans with actionable recommendations for future recruitment cycles.

Agent Relationships

- Oversee relationships with recruitment agents to optimise pupil enrolment across all programmes.
- Identify market gaps and opportunities for engagement with new agents, ensuring alignment with school recruitment goals.
- Collaborate with admissions and marketing teams to implement improvements that positively impact international enrolments

Admissions

- Lead the international admissions team to manage the end-to-end recruitment process for all pupils joining from outside the UK, ensuring a consistent, high-quality experience.

- Work collaboratively with the Head of UK Admissions, the Senior Leadership Teams and other stakeholders to meet agreed recruitment targets.
- Partner with the MCFS Marketing team to design strategies to attract international pupils.

Summer School

- Work closely with the Head of Summer School and Head of Commercial Marketing to develop and grow the Summer School programme, aligning with broader recruitment objectives and pupil progression to Malvern College and The Downs Malvern.

PERSON SPECIFICATION

Essential Experience

- Proven leadership and management of a school-based international admissions team, including line management of staff.
- Significant experience in international pupil recruitment in an educational setting, ideally within a boarding or day school.
- Track record of meeting or exceeding recruitment targets and driving pupil growth strategies.
- Experience in developing and implementing strategic international recruitment plans, including agent engagement and event participation.
- Strong communication, influencing, and relationship management skills with internal teams, agents, and parents.
- Demonstrable planning, organisational, and process-improvement skills within a school admissions context.

Desirable Experience

- Experience in commercial operations or marketing within an educational context, provided it complements core admissions experience.
- Experience working across multiple schools or campuses within a single organisation.
- Familiarity with international education markets beyond the UK, including cultural and regulatory considerations.

Other Attributes

- Confident in challenging the status quo and implementing innovative strategies to enhance pupil recruitment and retention.
- Collaborative and able to work effectively across multiple school teams.
- Flexible approach to hours and duties, including international travel.
- Enthusiastic ambassador for Malvern College, committed to the College's ethos and values.

Malvern Qualities	<p>All staff are expected to model and promote our Malvern Qualities which are:</p> <ul style="list-style-type: none"> • Resilience • Self – Awareness • Open-mindedness • Kindness • Collaboration • Risk-Taking • Curiosity • Ambition • Independence • Integrity • Humility
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GENERAL REQUIREMENTS:

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

HOURS AND BENEFITS:

52 week per year, 37.5 hours per week, Monday to Friday.

Malvern College is a boarding school, with an events schedule that will include some limited weekend and evening work. Overseas travel will be expected as part of this role, and so flexible approach to working is required. Time off in lieu will be given as appropriate.

- 5 weeks holiday per annum plus public holidays
- Contributory pension scheme with Scottish Widows (successful candidate will be auto enrolled after successfully completing 3 months service)
- Death in Service Insurance cover and Personal Accident Insurance cover
- Generous membership terms (family and personal) for the College Sports Facility.

Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

December 2025