



Mill Hill
EDUCATION GROUP

Group Head of Admissions

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

We are looking for a leader with significant experience of competitive independent school admissions. The successful candidate will be responsible for setting and implementing an ambitious strategy and managing their team towards this end.

Closing date for applications: 9:00am Monday 31 March 2025
Interviews will be held: Thursday 3 April 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT

Start Date

SUMMER / AUTUMN 2025,
SUBJECT TO NOTICE PERIODS

Salary

HIGHLY COMPETITIVE, SUBJECT
TO EXPERIENCE AND CURRENT
REMUNERATION

WELCOME

A WARM WELCOME TO OUR SCHOOLS, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF THIS UNIQUE OPPORTUNITY, BUT SHOULD YOU WISH TO FIND OUT MORE PLEASE DO GET IN TOUCH.

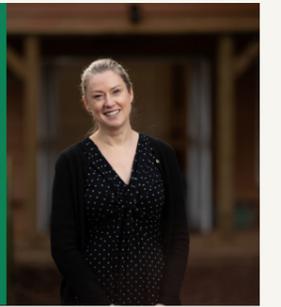
As leaders in the Mill Hill Education Group (MHEG), we are proud to be part of the UK's fastest growing group of non-profit independent schools. Building on the success of our first school Mill Hill, we now have eleven schools around London and the South East, and one internationally. We fully expect to grow more in the coming years, at both prep and senior level.

This growth has been supported by a story of improvement in our Mill Hill based schools. Over half of all A Level grades in our senior school are now at A*/A, with this trend improving year on year. Our prep school Belmont is one of the most popular in North London, and our pre-prep Grimsdell was named TES School of the Year in 2022. We balance academic aspiration with a focus on wider personal development, in a way that is increasingly aligned with what parents want. We do this in a setting and location that is truly unique in London education, up here on the Ridgeway in our 120 acre campus.

We are looking for a talented and experienced admissions professional to take our admissions function to the next level. All our schools are popular and oversubscribed, so you will be starting from a high baseline. What's missing is the coordination and integration between the MHEG family. Your initial focus will be on the Mill Hill schools, but in time you will work across the group. We are privileged to be able to offer families a number of options at both prep and senior level, and differing pathways from Reception to Year 13. Our new Head of Admissions will articulate that vision and capitalise on the strength that comes with our group structure.

This role is an exciting opportunity to join MHEG and help us realise our future plans. The more you learn about our work, the more you will understand about the strength and potential of our group. This is a chance to lead a team, working alongside passionate and dynamic colleagues – both from within the schools and our central team. If you are looking for a new challenge, the space to extend your skills, and the chance to build an admissions function that is truly sector-leading, then this could well be the role for you.

With best wishes,
Kate, Susannah, David and Antony



Kate Simon
Head, Grimsdell Mill Hill Pre-Prep



Susannah Abbott
Head, Belmont Mill Hill Prep



David Benson
Head, Mill Hill School



Antony Spencer
CEO, Mill Hill Education Group

JOB DESCRIPTION

Key Responsibilities

- Lead and manage the admissions staff in the respective schools, ensuring high quality service standards are met at every touch-point for prospective pupils and parents
- Develop and implement a comprehensive admissions strategy across the schools, leveraging the Group CRM system
- Provide regular reports on admissions data and performance trends, using this data to make recommendations to the Heads and CEO
- Oversee the entire admissions process, from initial enquiries to acceptance and enrolment, ensuring a smooth, efficient, and best-in-class experience for all prospective families
- Work collegiately and collaboratively with a wide range of staff, including the Heads and SLTs of each school, the MHEG Head of Marketing and their team, and the other central services
- Establish the highest possible standards of parent communication, in terms of speed, accuracy, personalisation and warmth
- Organise and conduct tours of the schools, providing a welcoming and informative experience for prospective families
- Ensure smooth transition between the schools of the group
- Manage and maintain the admissions database, ensuring all data is accurate, complete, and readily available
- Coordinate the admissions calendar of events, with ongoing evaluation to ensure our activities continuously improve. Collaborate with other internal teams, including Marketing, as needed
- Keep up to date with wider market developments, and in particular strategic opportunities, moving quickly to exploit these
- Regularly suggest and implement innovations and improvements to admissions process, enhancing efficiency and service quality
- Build and maintain waiting lists in all schools, ensuring vacancies are filled quickly, and families are kept apprised of the different pathways available within MHEG
- Represent the school at external events (e.g. admissions fairs), both in the UK and internationally

- Work closely with the Director of International Recruitment and Director of Boarding to establish the availability of spaces in Houses and on the selection of suitable pupils to fill them
- Ensure compliance with data protection regulations and confidentiality at all times, as well as all HMC and Consortium requirements



PERSONAL SPECIFICATION

Essential

- Significant experience in a senior admissions role within a leading independent school or educational institution
- Proven track record of leadership, with experience managing and developing a team
- Strong understanding of admissions processes, data management, and best practices
- Exceptional communication skills, both verbal and written, with the ability to build relationships and represent the schools effectively to external stakeholders
- A highly organised, methodical, and detail-oriented approach to managing multiple tasks simultaneously
- Proven ability to extract, analyse and use admissions data to identify trends, and implement strategic changes based on findings to meet desired recruitment outcomes
- High level of proficiency in Microsoft Office and school management systems
- Ability to work collaboratively with senior leadership teams and other departments
- Strong problem-solving skills, with the ability to work under pressure and meet deadlines

Desirable

- Experience in developing and implementing admissions strategies for large group
- Knowledge of the latest trends in school recruitment, including digital marketing, SEO, and social media engagement
- Familiarity with CRM software or other admissions-related platforms
- A relevant degree or professional qualification in Admissions, Marketing or related field

Personal Attributes

- A proactive, driven individual who can demonstrate initiative and a high level of self-motivation
- An excellent team player with a positive attitude, able to motivate and inspire others
- Strong interpersonal skills with a passion for delivering outstanding customer service
- High levels of integrity, confidentiality, and professionalism
- A genuine interest in working with families to help them make informed decisions about their children's education



MILL HILL EDUCATION GROUP

A charitable collection of independent schools. Our aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Mill Hill International
NORTH LONDON
Mill Hill International
Ages 13-18
Day and Boarding School, Co-educational
NEW: Sixth Form Opening Sept 2025

Mill Hill International is a day and boarding school where all pupils benefit from small class sizes and a high level of individual care. The academic programmes range from one term to three years and are suitable for both second-language and first-language English speakers. Located just 10 miles (30 minutes) from Central London, the school has excellent links to all London airports.

Grimsdell
NORTH LONDON
Grimsdell Mill Hill Prep
Ages 3-7
Day School, Co-educational

Awarded 'Independent Pre-Prep School of the Year 2022', Grimsdell is a warm and friendly school where kindness is at the heart of its ethos. Pupils take advantage of the 120 acres available to them across the Mill Hill School's grounds, through activities such as Forest School and Outdoor Learning.

Belmont
NORTH LONDON
Belmont Mill Hill Prep
Ages 7-13
Day School, Co-educational

Belmont is situated in 40 acres of beautiful school grounds. The School will encourage your child to embrace challenge and to take risks, understanding how hard work leads to success. Its co-curricular programme offers sports, music, drama, and dance, fostering creativity, leadership, and teamwork. At Belmont, the three most important qualities from our pupils are to be kind, to be brave, to be you.

Kingshott
HITCHIN, HERTFORDSHIRE
Kingshott
Ages 3-16
Day School, Co-educational

Set on a beautiful 23-acre site, Kingshott is committed to providing a well-rounded education. The School is renowned for the quality and breadth of its creative arts, as well as its extensive sporting facilities and opportunities. There is no 'one size fits all' approach to education, and the School supports each pupil in achieving their full potential.

St Joseph's In The Park
HERTFORD, HERTFORDSHIRE
St Joseph's In The Park
Ages 3-11
Day School, Co-educational

St Joseph's In The Park provides a nurturing and stimulating environment, surrounded by fields and woodlands. By utilising the school grounds for Forest School and Outdoor Learning, pupils benefit from being immersed in nature, which allows teachers to bring learning to life through the adventure of education.

Lyonsdown School
NEW BARNET, NORTH LONDON
Lyonsdown School
Ages 3-11
Girls' Day School

Lyonsdown is a non-selective school that values each girl's individuality, encouraging them to develop lifelong passions and interests by offering a broad curriculum with a wide variety of opportunities beyond the classroom. Happiness and wellbeing underpins everything at Lyonsdown, alongside offering a first-class education for all girls.

KEBLE PREP
WINCHMORE HILL, NORTH LONDON
Kebble Prep
Ages 3-13
Day School, Co-educational

Kebble encourages pupils to be continuously inquisitive and reflective, inspiring them to discover their strengths, take risks in their learning, and challenge themselves. The School fosters confidence and resilience in every pupil, preparing them to move on to top independent senior schools in London and Hertfordshire.

Abbot's Hill
HEMEL HEMPSTEAD, HERTFORDSHIRE
Abbot's Hill
Ages 3-16
Girls' Day School

Abbot's Hill School is nestled in 70 acres of stunning countryside. The curriculum is broad and balanced, enriched by a wide range of co-curricular activities. The School is committed to nurturing well-rounded individuals who are not only academically accomplished, but also socially aware, emotionally resilient, and equipped with the skills needed for the future.

Mill Hill Thailand
CHIANG MAI, THAILAND
Mill Hill International School Thailand
Day School, Co-educational
NEW: Opening Sept 2025

Mill Hill International School Thailand is Mill Hill's first overseas school, located in the beautiful city of Chiang Mai. The School will open in September 2025, initially offering both Pre-Prep and Prep education. This new School represents a fusion of two distinct cultures, blending the beauty and spirit of the Asian community with the academic rigour of Mill Hill's British curriculum.

HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Monday 31 March**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



A part of the Mill Hill Education Group

Instilling values,
inspiring minds.



Mill Hill
EDUCATION GROUP

The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.
Registered in England: number 3404450
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Registered charity number: 1064758.
