



# Mill Hill Schools

For pupils aged 3 - 18  
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

## ADMISSIONS OFFICER



**Mill Hill Schools.** A part of the Mill Hill Education Group.



# INSTILLING VALUES INSPIRING MINDS



**Mr David Benson**  
Head, Mill Hill School



**Dr Susannah Abbott**  
Head, Belmont, Mill Hill Prep

**A WARM WELCOME TO BELMONT AND MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOLS, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.**

Belmont (Years 3-8) and Mill Hill (Years 9-13) are two of North London's leading independent schools, located adjacent to each other on The Ridgeway. Founded in 1807 by non-conformists, Mill Hill's original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Belmont is a large Prep school, with popular entry points at 7+ and 11+. Pupils then continue through to the senior school at Mill Hill in Year 9, with a small 'top-up' intake joining at 13+ as well. In total Belmont is 600 pupils (all day) and Mill Hill is 900 (100 of whom are boarders).

Belmont and Mill Hill sit at the heart of the Mill Hill Education Group, the UK's largest and fastest growing non-profit independent school groups. Academic standards are high, with 50% of all A Level grades at A\*/A in 2025 (25% A\*, 80% A\*-B) and 56% of GCSEs at grade 9/8 (28% grade 9, 75% 9-7). The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection, and we were awarded Independent School of the Year for Sport in 2025. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.

This role is an exciting opportunity to join the Mill Hill Schools and contribute to our work. We are confident that the more you learn about our current offer, the more you will see the distinctive strengths and potential of Mill Hill Schools. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits, many of which are detailed later in this pack. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

**Mr David Benson**  
**Dr Susannah Abbott**

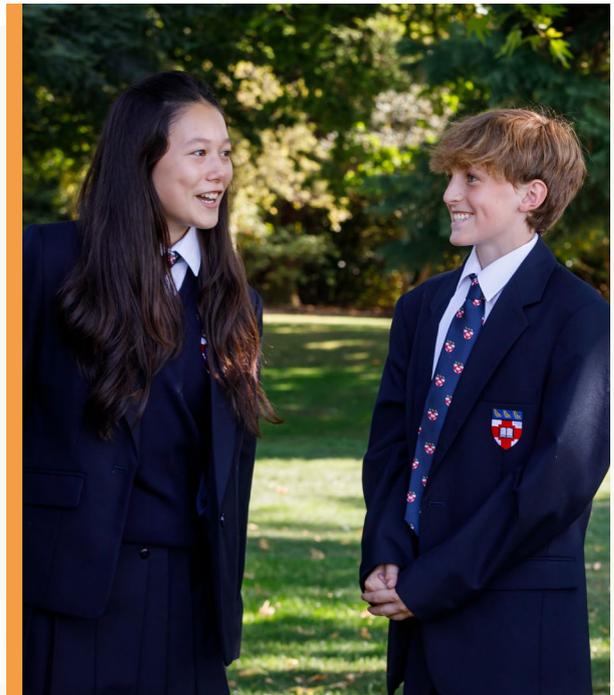


# JOB DESCRIPTION

**A MEMBER OF THE MILL HILL SCHOOLS ADMISSIONS TEAMS, THIS ROLE WILL BE BASED AT BELMONT, MILL HILL PREP SCHOOL AND PRIMARILY SUPPORT THE 7+ AND 11+ ADMISSIONS PROCESS, PROVIDING ADDITIONAL SUPPORT FOR OTHER ENTRY POINTS AND EVENTS WHEN NEEDED. THIS IS AN IMPORTANT ROLE AS THE FIRST POINT OF CONTACT FOR PROSPECTIVE FAMILIES AND CRITICAL IN GUIDING THEM THROUGH THE ADMISSIONS PROCESS AND ENSURING AN EXCEPTIONAL EXPERIENCE FOR EVERY FAMILY.**

## MAIN DUTIES AND RESPONSIBILITIES

- Be a friendly, welcoming and professional first point of contact for visitors or callers to the School
- Respond efficiently and professionally to enquiries regarding the School and the Admissions process from prospective and new parents via telephone and email
- Process admissions applications via the School's customer relationship management (CRM) system, HubSpot, checking information, requesting further details where necessary and sending tailored communications about next steps.
- Collaborate and communicate with Admissions' many stakeholders, including academic and support staff, pupils and their families, to ensure an effective and efficient service.
- Arrange individual family visits and conduct tours of the School
- Organise assessments and interviews, including individual testing of prospective pupils
- Manage the issue, collection and administration of admissions documents
- Request references from and feedback entrance examination results to feeder school Heads
- Preparing and collecting joiners' information for new pupils
- Help to organise and administer scholarship application and assessment process
- Key events support on Open Mornings, Inductions Days & Feeder School events
- Track enquiries, visits and applications via CRM (customer relationship management) system
- Ensure compliance with school policies and procedures
- Carry out any other reasonable duties as directed by the Group Head of Admissions



## KEY FACTS ABOUT THIS ROLE

### SALARY

£30,000-£40,000, subject to experience

### CONTRACT

Permanent, with options for flexible working

### PENSION

Standard Life

### HOLIDAYS

This could be offered as either a term time only, term time plus, or 52 week role. Holiday entitlement will vary accordingly.

### REPORTING MANAGER

Adrienne Forster, Group Head of Admissions



# PERSON SPECIFICATION

- Excellent communication skills, written and verbal (face to face and on the telephone)
- High personal and professional standards, maintaining a high level of confidentiality
- Able to build positive working relationships with colleagues and work as a member of a team
- Willing to take responsibility and able to take initiative
- Excellent time management and organisational skills, able to multi-task and deliver under pressure and to deadlines at busy times whilst maintaining accuracy and attention to detail
- Confident use of technology - experience with MS Office 365 and a customer relationship management (CRM) or database would be advantageous (ideally Hubspot)
- Flexibility to work outside of normal office hours from time to time (with advanced notice) to meet the needs of the department, including 2 Saturday per year for Open Days, which may be taken as time off in lieu, at a mutually convenient time.
- A commitment to continued professional development
- Awareness and experience of issues relating to safeguarding the health, welfare and safety of children
- Previous experience in a customer service role, within an education setting or in an admissions team (or equivalent setting) would be valuable





# THE SCHOOLS

Mill Hill School was founded in 1807, when its founders wisely chose its location on the top of a hillside for its fresh air, safety and natural beauty. Mill Hill's family of schools offer co-education from ages 3-18.

Grimsdell, Mill Hill Pre-Prep is a day school for pupils aged 3-7.

Belmont, Mill Hill Prep is a day school for pupils aged 7-13.

Mill Hill School and Mill Hill International are boarding and day schools for pupils aged 13-18.

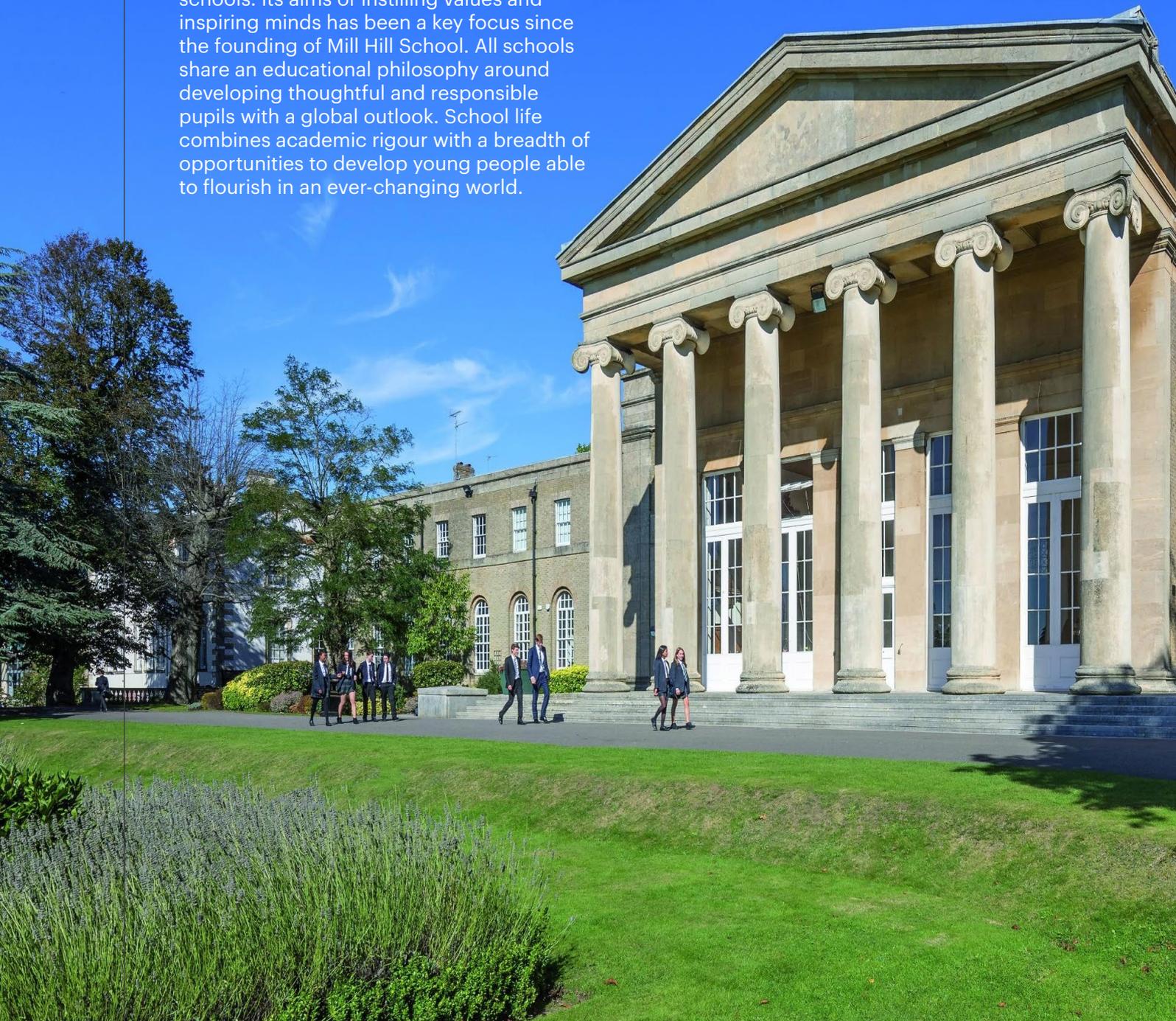
## **A part of the Mill Hill Education Group**

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. 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.



Producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed."

Good Schools Guide Review 2020





# HOW TO APPLY

## KEY DATES

**APPLICATION DEADLINE: 9.00AM ON MONDAY 24 NOVEMBER 2025**

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.

**If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, please click the button here to complete your Application Form.**

**APPLY**



# Mill Hill Schools

INSTILLING  
VALUES  
INSPIRING  
MINDS

**Mill Hill Schools**

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