



Job Title: Regional Manager, UK International and Domestic (Maternity Cover)

Reports to: Senior Regional Manager, UK & Europe

Location: Remote within the UK

Contract Type: Fixed term from mid-February 2026 until early January 2027

Salary: Negotiable (Base salary plus performance related bonus)

Hours: 37.5 hours per week

Closing date: 12 noon, Friday, 9th January 2026 (Interviews will take place as we receive applications; you are encouraged to submit an application as soon as possible). Please apply through our [website](#) or email your CV and cover letter to jobs@abbeydld.co.uk

Holiday Entitlement: Your holiday entitlement is 25 days per annum plus bank holidays.

The Company - Abbey DLD Colleges Ltd (ADC)

The Abbey DLD Colleges Ltd (ADC) consists of three independent schools located in Cambridge, London, and Manchester, offering a wide range of academic study programmes.

Each college has its own unique personality, but they are united by a set of common goals. At ADC we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality learning and boarding experience for students from around the world. Our aim is to help our students achieve the academic success needed to progress to the UK and the world's top universities, whilst also developing the personal skills and qualities to succeed at university and beyond.

Welcomes students from 13, we offer a range of programmes including Year 9 GCSEs, A Levels, Foundation and BTEC courses to both domestic and international students. Full details can be found on the Abbey DLD website <http://www.abbeycolleges.co.uk/>.

Overview of the Role

We are looking for a maternity cover to join our team for the position of Regional Manager. The main responsibility of this role will be the recruitment of UK-based international students across our 3 colleges, and domestic students for Abbey College Manchester.

The successful candidate should have a background in working in student recruitment, ideally in an international college or boarding school environment, and will be familiar with the complexities of working with agents and families.

Responsible for ensuring student recruitment targets for these regions are achieved, the Regional Manager will need to be able to identify and successfully implement creative recruitment initiatives in a competitive market.

This is a remote role requiring a self-motivated individual who can manage their time effectively and work independently.

Key Responsibilities

UK International

- Deliver student recruitment targets for all schools in the group.
- Build, manage, and strengthen relationships with existing agents, while developing new partnerships across the region.
- Handle enquiries and manage the admissions journey from enquiry to enrolment, providing close support throughout the process.
- Deliver outstanding customer service to agents, parents, students, and internal teams.
- Travel regularly to meet agents and attend events across the region.
- Generate innovative initiatives to drive growth in competitive markets.
- Manage direct student enquiries, ensuring effective lead follow-up and conversion.
- Provide regular sales updates, reports, and market feedback to senior management.
- Implement measures to maximise student conversion rates at every stage of the recruitment cycle.
- Maintain a strong understanding of compliance and processes, including UKVI requirements.
- Develop and implement annual and long-term sales strategies across the designated region, using both agent networks and direct recruitment channels.
- Demonstrate an in-depth understanding of the regional market and recruitment landscape.

Domestic

- Day-to-day management of all domestic enquiries and applications to Abbey College Manchester, ensuring a response time in line with existing SLA's.
- Work closely with the Senior Leadership Team at Abbey College Manchester on the promotion of key aspects of the school's outstanding educational provision.
- Establish strong partnerships with local UK schools with a view to increasing new enrolments.
- Represent Abbey College Manchester at events and exhibitions. This may occasionally involve travel during weekends and school holidays.
- Develop and deliver a strategic sales plan which identify and develop new recruitment channels e.g. online campaigns, school partnerships, taster days and referrals, and ensures domestic recruitment targets are met.
- Regularly feedback to senior management via sales reports and sales meetings engagement.

Skills and Attributes

- Results oriented, with a proven track record of meeting sales/recruitment targets.
- Excellent sales management, communication, and presentation skills.
- Creative, proactive, and solutions-focused approach to recruitment challenges.
- Highly organised, with strong problem-solving and time management skills.
- Fluent in English, a second language would be an advantage.
- Trustworthy, professional, and enthusiastic with a positive, can-do attitude.

Experience

- Significant experience in student recruitment, preferably in international student recruitment.

Benefits

- 25 days annual leave, plus bank holidays
- Employee Assistance Programme
- Group Personal Pension Plan (7% employer contribution)
- Discounted school fees
- Regular social events
- Season Ticket Loans
- Eye Care
- Gym Scheme
- Workplace Nursery Scheme
- Cycle To Work Scheme

Safeguarding

The ADC is committed to safeguarding and promoting the welfare of our children and young people and as an employee of ADC you will be expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation. All staff are trained in child protection and understand to report concerns by following the safeguarding policies. We ensure all candidates are properly police-checked, and the successful candidate will need to obtain an enhanced disclosure via the DBS.

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to Apply

Please submit an application through our [website](#). You will be required to attach a covering statement detailing why you believe you have the necessary skills to be successful in this position. Alternatively, email your CV and cover letter to jobs@abbeydld.co.uk. Interviews will take place as we receive applications; therefore, you are encouraged to submit an application as soon as possible.