

## **ADMISSIONS MANAGER**

Ackworth School is seeking to appoint a hardworking, driven and flexible individual to the post of Admissions Manager.

Reporting to the Director of Marketing, Admissions and Communications (DMAC), the Admissions Manager will successfully manage all aspects of the administration and relationship management of the student admissions process for the School from first enquiry to joining Ackworth School.

The Admissions Manager will be sales focused and is primarily responsible for the smooth running of the entire admissions process from Nursery to Sixth Form from initial enquiries through to registration and eventual enrolment. As the main point of contact for prospective parents, the Admissions Manager is required to be knowledgeable about the School and be able to respond to queries quickly and efficiently. They will build strong and lasting relationships with key stakeholders, delivering on objectives to ensure that Ackworth School operates at full capacity.

Ackworth School, a co-educational boarding and day school, was founded in 1779 by the Religious Society of Friends (Quakers). It maintains its ethos and traditions and is still governed by the Society.

### **The successful candidate will be able to:**

- Manage the enquiry 'pipeline' by receiving, accurately logging and responding in a personable and timely manner to all enquiries.
- Develop personal rapport with prospective families, including regularly keeping in touch throughout the application process and following up on queries.
- Produce weekly enquiry status and new enquiry pipeline information reports for the Director of Marketing, Admissions and Communications.
- Ensure compliance with all relevant UK visas and immigration legislation and maintain appropriate documentation.
- Represent the School at recruitment events both in the UK and overseas, ensuring that enquiries are followed up promptly.

### **In return we offer:**

- A competitive salary circa £30,000 per annum based on experience and qualifications.
- Generous fee remission of 50% for the children of our staff.
- All food and refreshments during the working day.
- Free on-site parking.
- Flexible pension and health benefits.
- A supportive and friendly environment based on the Quaker ethos of the school.
- A beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

This is a permanent role (37.5 hours per week), working all year round and will involve a degree of international travel.

Interested candidates are welcome to contact the school to arrange a confidential discussion. Please contact our HR Administrator, Kim Reather, as follows:

Kim.Reather@ackworthschool.com or call 01977 233600.

Closing Date: **Friday 21st March 2025 at 10:00 a.m.** We reserve the right to close the advert early.

Interviews will take place on **Thursday 27th March 2025.**

Completed school application forms should be submitted with a cover letter of no more than one page to [jobs@ackworthschool.com](mailto:jobs@ackworthschool.com)

Applicants should carefully read the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website under "Working for Us".

*Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.*