



REPTON

Head of Admissions –
Maternity Cover

January 2025 to February 2026
Full Time





The Role

Repton School require an experienced and hard-working individual to cover the Head of Admissions while the current incumbent is on a year of Maternity Leave.

This exciting, energetic and diverse customer-facing role organizes and manages the recruitment of pupils to Repton from B Block to Lower Sixth. They are supported by an experienced line manager (Deputy Head, Admissions and Marketing), a part-time Recruitment Officer, the Director of Year 9 Recruitment, and two Admissions Officers, one directly responsible for administrating the Y9&10 entry points and the other looking after Sixth Form.

The role has responsibility for the careful tracking of progress towards the department's admissions goals, including both the overall health of the yearly intake in terms of number, and the strategic recruitment of talented individuals for Scholarship (managing the academic, sporting and creative scholarship process accordingly) as well as the financial impact of any scholarships and bursaries allocated.

The Head of Admissions is responsible for providing exemplary customer service to all prospective families, and for establishing and maintaining strong information exchange between our admissions department and feeder schools/agencies. They are the first point of contact by phone or email, and then delegate organizational tasks accordingly, both to those actively recruiting (Deputy Head, Recruitment Officer and Director of Year 9 Recruitment) and those administrating the process (the two Admissions Officers)

The Head of Admissions will arrange and run various recruitment events throughout the school year and provide additional important information in support of an application and the decisions around it to the Deputy Heads (Admissions, Academic and Pastoral), contributing their opinion on that application's strengths and weakness.

Excellent communication and people skills are essential, as well as the capability to interact with students and their families. The ability to maintain accurate records and be highly organised is essential. High levels of computer literacy and excellent administration skills are also required.



Key Areas of Responsibility

New Pupil Enrolment and Management:

- Provide high level customer service via email, telephone, and face to face communications with prospective parents, students and feeder schools
- Organising and managing entrance process for UK applicants from point of enquiry to enrolment.
- Liaise with members of academic staff to organise initial/follow up meetings with prospective parents as required.
- Ensure prospective parents, students and feeder schools are informed of entry and interview progress in a timely and professional manner.
- Enter and maintain application data at all stages of the admissions process, including: initial application, assessments, offer information, and acceptance status.
- Administrative support for recruitment and scholarship events. Attending events where required.

External Relations:

- Liaison with international Agents regarding prospective pupils, vetting applicants, requesting references for Agents, managing Agency agreements and Agent database.
- Liaison with Holmes & Partners regarding oversight of CAS requests, including renewals.
- Liaison with feeder Prep School Admin Staff, Heads and other key staff who may offer information about an applicant, particularly where there are any concerns about pastoral or academic matters.



Key Areas of Responsibility

Administration:

- Communication with international families regarding the e-Visa process
- Ensure prospective parents, students and feeder schools are informed of entry and interview progress in a timely and professional manner.
- Enter and maintain application data at all stages of the admissions process, including: initial application, assessments, offer information, and acceptance status
- Scholarship follow up – sending letters, adding outcomes to ISAMS and remission sheet.
- Responsible for House lists and overall pupils numbers sheets.
- Run monthly Admissions register for compliance.
- Updating ISAMS with current pupils' address details.
- Responsible for yearly ISAMS Admissions roll over.
- Manage and oversee work of Admissions Officers, covering where required.
- Update admissions letters, email and documents for upcoming academic year.
- Working with the Marketing Manager and Digital Marketing Officer to populate the relevant web pages/supply information for online marketing activity.

Events:

- Organisation of all 13+ and 16+ scholarship events.
- Organisation of taster days and experience sessions (individual and group)
- Organisation of 13+ Open Days (and any other open events as required)



Key Areas of Responsibility

Data and Strategy:

- Manage remission data in line with the pupil numbers sheet.
- Provide regular projected numbers, admissions data and statistics, including potential remission based on Scholarship decisions etc.
- Liaison with the Head of Finance regarding Bursary applications.
- Liaison with sports staff regarding applicants, arrange additional scholarship assessments where required.
- Liaison with Housemasters regarding pupil numbers and potential placement.

Other general responsibilities will include:

- Always upholding Repton's Child Protection and Safeguarding Policy.
- Maintaining high professional standards of attendance, punctuality, appearance and conduct.
- Adherence to all school policies and procedures.
- Maintaining positive, courteous relations with students, parents and colleagues.

This job description is not exhaustive and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

Benefits:

- Company Pension Scheme, Sports Centre Membership, Generous Holiday Allowance: 5 weeks holiday plus Bank Holidays plus Christmas Closedown (one week) There is the opportunity to discuss how school holidays work with this role

Contract:

- One year (with potential additional month in Feb 2026)
- Salary dependent on experience and skillset



Our Commitment to Safeguarding

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:
 - ***Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.***
 - Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.
 - This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.



REPTON

Repton • Derbyshire • DE65 6FH
repton.org.uk