



REPTON

Head of International Admissions



Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, with further development now underway. The Repton Family of Schools now has 12 schools across three continents with over 10,000 pupils. We have ambitious plans to add more in the UK and overseas.

We are now seeking to appoint a dynamic Head of International Admissions who will be at the forefront of shaping and delivering our international admissions strategy.

These are exciting times for the School and the successful candidate will leverage their exceptional expertise in relationship management, and hands-on admissions work to attract talented international students, particularly those with academic, performing arts and sporting potential, who will thrive in Repton's dynamic boarding environment..

A key to success will be to build and maintain relationships with international agents, educational consultants, and sports academies..

Their interpersonal skills will be key in influencing and collaborating with parents, pupils and senior leaders across the Group, ensuring a seamless parent journey from enquiry to enrolment



Sarah Greig
Chief Operating Officer



The Role

This is an exciting opportunity to play a central role in shaping and delivering Repton's international recruitment and admissions strategy, ensuring the School continues to attract high-calibre students from across the world.

The Director of International Admissions will develop and implement robust recruitment strategies aimed at generating high-quality enquiries from international families, with a particular focus on academic, sporting and performing arts talent. Acting as an ambassador for Repton, they will represent the School at international education fairs, agent workshops and school visits across key global markets, building strong and sustainable relationships with international agents, educational consultants and sports academies.

They will oversee the full admissions process for international applicants, managing each stage from enquiry to enrolment in an efficient, timely and professional manner. The postholder will work with visa and compliance partners to support families through the transition to the UK and will be present at the start of each academic year or term to welcome new international students and support their integration into the School community.

The role will also carry significant responsibility for marketing and communication within international markets. The postholder will maintain regular communication with agents, keeping them updated and engaged, and will work in partnership with the Marketing Department to develop compelling recruitment materials showcasing Repton's boarding life, sporting excellence and academic and co-curricular achievements.

Throughout the admissions journey, they will serve as the primary point of contact for international families, providing personalised support as they navigate relocation, travel arrangements and the transition into boarding life. The postholder will contribute to the organisation and delivery of international induction and orientation events, helping students settle quickly and confidently into the Repton community.



History of Repton

Repton is a school where a strong sense of heritage meets bold ambition. Founded in 1557 and set within the historic village of Repton – once the capital of Mercia – the School's roots stretch back over a thousand years. Its original monastic buildings, including the iconic Arch and Tithe Barn, remain central to daily life, blending seamlessly with cutting-edge facilities which pupils enjoy today.

Today, Repton educates over 1,000 pupils across its Prep and Senior Schools. Large enough to excel in academics, sport, and the arts, yet small enough to ensure every pupil is known and nurtured, Repton offers a truly holistic education. Pupils thrive in a vibrant House system (across ten houses) and are supported through a system of outstanding pastoral care.

Academic standards are high with pupils gaining places at Oxbridge and Ivy League colleges annually, creative expression flourishes, and Repton enjoys a national reputation in sport. The most recent ISI inspection (March 2024) was very successful and highlighted sport as a significant strength of the school.

Modern in outlook yet grounded in tradition, Repton remains committed to accessibility through a broad range of scholarships and bursaries. It is a place where pupils are inspired to aim high, act with integrity, and make a meaningful impact in the world around them.

Repton Prep, located on its own beautiful campus nearby, is an integral part of the Repton educational journey and a key member of the Repton Family of Schools, having become a through school in 2020. Repton Prep has shared values, ambition and standards, and offers a seamless transition for many pupils into the Senior School. Alongside Repton Prep, the School has developed strong relationships with a growing number of other preparatory schools within the Repton Family of Schools, as well as with a wide range of leading feeder schools locally, regionally and internationally. These relationships are carefully cultivated and mutually valued, enriching the School's intake and creating opportunities for collaboration and shared development





A Global Family of Schools

The Repton Family of Schools (RFS) is a bold and ambitious extension of Repton's educational vision, combining the School's rich heritage with a forwardlooking approach to global education. Repton was among the first British schools to open an overseas campus, with the establishment of Repton Dubai in 2007. This pioneering move marked the beginning of a growing international network that now spans three continents and educates over 10,000 pupils worldwide.

Today, the Repton family includes schools in Dubai (2), Abu Dhabi (2), China, and Egypt, with at least four additional international openings planned in the years to come. Alongside this global expansion, Repton has developed a strong UK presence, comprising five schools: Repton, Repton Prep, Marlborough House Vinehall School, St Hugh's Prep Woodhall Spa and St Wystan's Prep. Each school offers a distinctive local experience while sharing the core values and educational ethos of the wider group.

This growth is central to Repton's strategic development. The additional income and intellectual capital generated by RFS internationally directly supports the UK schools' priorities: widening access through bursaries, investing in world-class facilities, and enhancing staff development. The international schools also enable Reptonians and staff to engage in collaborative and cultural exchange opportunities, enriching the educational experience and deepening Repton's global perspective.

The Headmaster of Repton School serves as CEO of the Repton Family of Schools, ensuring strategic alignment, educational quality, and a consistent commitment to values across the group. RFS provides a wide range of expertise – from governance and school design to teacher development and quality assurance – supporting both the integrity and ambition of Repton's global brand.

Working closely alongside the Headmaster, the Chief Operating Officer provides management and leadership across the Group and each entity, including the commercial arm Repton Enterprise. Through a distributed and cohesive approach, the aforementioned strategic alignment permeates through all operational activity, developing and delivering a shared services model to the benefit of the Group.

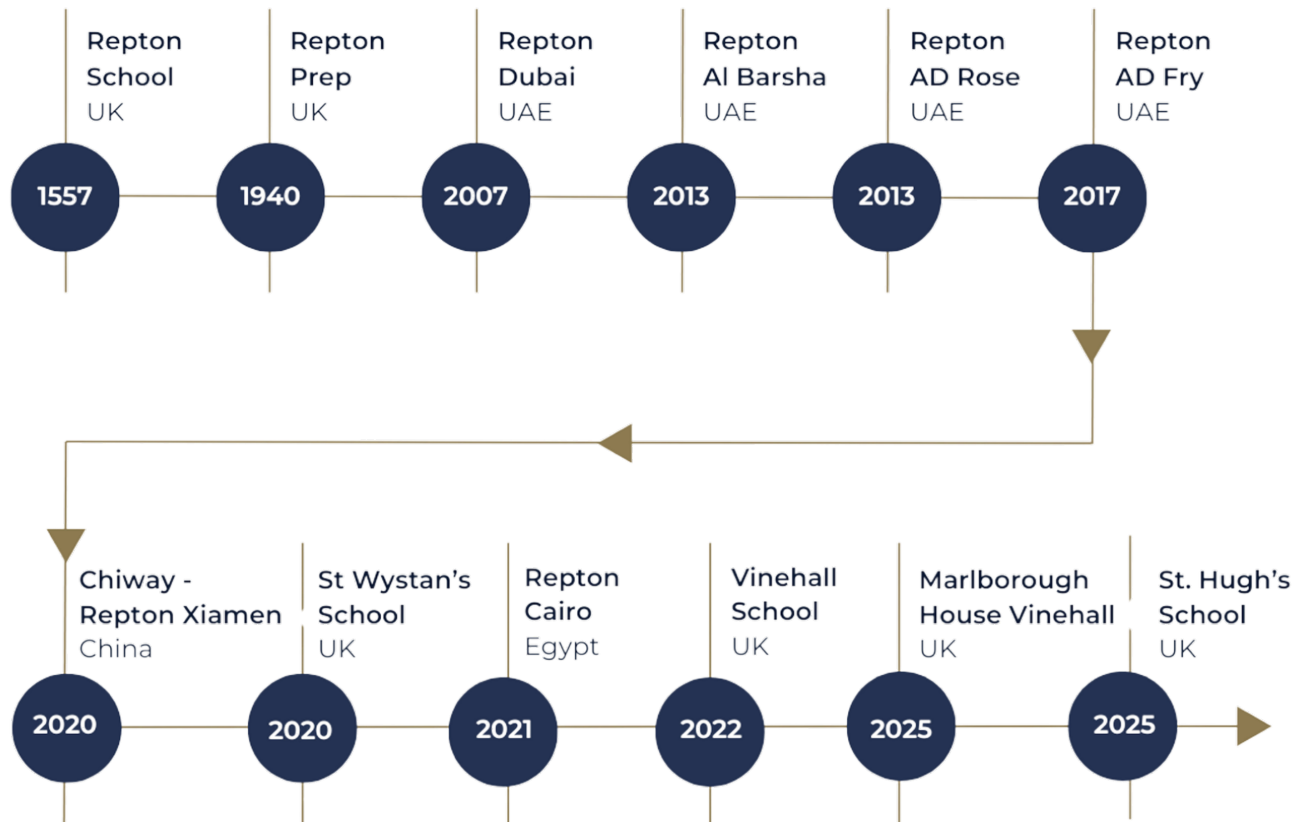
Further information on Repton School can be found via the School's website: repton.org.uk



A Global Family of Schools



The Repton Family of Schools





Key Responsibilities

International Recruitment

- Develop and implement robust strategies to ensure high quality enquiries from international families, with a particular focus on academic, sporting and performing arts students.
- Represent Repton at international education fairs, agent workshops, and school visits across key markets.
- Build and maintain relationships with international agents, educational consultants, and sports academies.
- Work closely with the Director of Admissions and the admissions team to ensure a seamless parent journey from enquiry to enrolment.
- Work closely with the Director of Sport and individual sports directors to identify student enrolment opportunities aligned with school teams and scholarship programs.

Admissions & Enrolment

- Manage the full admissions process for international applicants—from enquiry to enrolment, in an efficient and timely manner.
- Assess academic records, sporting achievements, and personal fit with school values.
- Coordinate admissions interviews, online assessments, and sports trials as required.
- Collaborate with visa and compliance partners to ensure a smooth transition for international families.
- Be present at the start of the academic year/term to welcome new international students on site.

Marketing & Communication

- Communicate and update agents on a regular basis.
- Partner with the marketing department to create engaging recruitment materials, showcasing the school's boarding life, sporting excellence, and academic and extra-curricular achievements, tailored for international audiences.
- Support the creation of accurate and compelling content for international audiences on the school website and social media platforms.
- Provide detailed reports and analysis on visits including prep school visits, senior school fairs, agent and educational consultant meetings and workshops, as well as large-scale events and fairs.

Family & Student Support

- Serve as the primary contact for international families and applicants throughout the admissions journey.
 - Offer personalised support to families navigating relocation, travel, and settling into boarding life.
 - Contribute to international induction and orientation events, helping students integrate into the school community.
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Qualifications and Experience

- Educated to Degree Level.
- Experience in international student recruitment or admissions, ideally within a boarding or independent school.
- Have an established network of agents and educational consultants
- Familiarity with key international markets, including those with an interest in academic and sporting excellence.
- Understanding of sports scholarship recruitment or experience working with student-athletes preferred.
- Excellent written and verbal communication skills, adaptive to the audience.
- Confident public speaker, culturally aware, and comfortable working across time zones.
- Ability to travel internationally on a frequent basis and work flexibly during recruitment cycles.

Personal Attributes

- Passionate advocate for holistic, boarding education.
- Strong relationship builder with empathy and cultural sensitivity.
- Organised and proactive and self-motivated.
- Sales and results oriented.
- Genuine interest in sports and co-curricular life.
- Collaborative team player who thrives in a busy, dynamic environment.





Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by 15th December 2025, with interviews expected to take place the following week. To apply, please follow the attached link: [Repton Jobs - Head of International Admissions](#)

Applicants will be contacted for an interview if they have been successful in the short-listing process.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

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

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