



Admissions Manager - Prep

The Admissions Manager at the Prep school leads on both the strategy for recruitment of pupils into the Prep school and the day-to-day delivery of our admissions processes. Our community of pupils, parents, Old Brentwoods and staff is at the heart of all our decisions, ensuring we build an ethos of respect and meaningful partnerships. The Admissions Manager is a core part of building that community from the moment parents begin considering the school for their child right through to transitioning into the Senior School, whether they are multigenerational Old Brentwoods or entirely new to the school. We are proud of our diverse community and are excited about how this continues to develop.

As part of an experienced admissions team that works across Brentwood School (ages 3–18), this is a brilliant opportunity for a dedicated and proactive individual to take on this key role of managing Prep admissions at the largest tied house Prep School in the country.

Following a significant investment in infrastructure in 2020, Brentwood Prep continues to balance a strong respect for its historic values with a forward-thinking educational approach. This was most recently marked by the implementation of the International Baccalaureate Primary Years Programme (PYP) in 2024.

We operate a “First Teams” approach where leaders take shared responsibility for each others’ domains and openly learn from each other. In particular, the Admissions and the Marketing & Communications Teams often tackle tasks jointly, and the Prep Admissions Manager is in frequent collaboration with the Head of Admissions at the Senior School, which ensures the seamless continuity in our 3–18 approach and shared systems to maximise impact.

Job Purpose

The role manages the entire Prep admissions process, from initial enquiries to enrolment, ensuring a smooth and positive experience for all prospective families while promoting the school and meeting enrolment targets. The Prep Admission Manager also supports the Senior School Admission Team in the transition of Brentwood Prep pupils in Year 6 to our Senior School in Year 7.

This role will line manage the newly introduced role of Admissions Administrator – Parent Communications. The chief function of this new role is to assist the Admissions Manager at the Prep school through supporting communications with prospective parents, supporting the coordination of admissions assessments, tours and events. This administrator role will also undertake some key communications tasks with current parents.

Hours

Full Time. 8.00am–4.30pm Monday to Friday plus our annual Saturday Open Morning and occasional evening events.

Holiday Entitlement: 25 days per annum plus bank holidays and Christmas closure

Report to

Head of Prep

Contacts

Prep Senior Leadership Team, Assistant Bursar, Director of EYFS, Director of Timetabling and Assessment, Director of Learning Support and SENDCo, Head of Admissions (Senior School), Prep HoYs, Compliance Officer

Key Responsibilities & Accountabilities

The range of this role is fundamental to maintaining the number of pupils at the Prep School and only the key elements are outlined below. All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus, the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility.

Responsibilities

- Maintain the Prep school roll with due regard to maximum class size
- Line manage the Admissions Assistant – Parent Communication (new role for September 2025)
- Support and encourage the transfer of Year 6 to Year 7 at Brentwood Senior School
- Produce an admissions calendar in agreement with the Head of Prep and other SLT members as appropriate
- Coordinate with stakeholders the implementation of events and processes within the admission calendar
- Contribute to ongoing adaptations and enhancements to the admission process, ensuring the process remains fully compliant
- Work closely with Prep Marketing and Communications
- Provide data and reports for SLT and governors as required
- Work alongside the Head of Prep to maintain a stable role by monitoring leavers and managing the registration list to ensure oversight of potential joiners

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- Manage all admission communications promptly and accurately, keeping families well-informed without overwhelming them
- Oversee all aspects of the admission process for families from initial contact to enrollment. Including ensuring contractual and financial elements of the acceptance process are met before a new pupil is admitted
- Support the Prep office functions as part of a busy operations team.

Personal Specification

- Display discretion and a dignified approach to interactions with all people
- Be a confident communicator (both orally and in writing) and be able to collaborate with all members of the school community
- Have an approach to work that is flexible and enthusiastic
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children
- Be a familiar face in the school community, approachable, responsive and visible.
- A sense of humour and proportion.

Experience and skills

- Excellent administrative and organisational skills
- Excellent IT skills, including use of databases. (ISAMS and OpenApply are desirable)
- Can demonstrate the ability to work independently, use initiative and prioritise workload.
- Must have some first point of contact (FPOC) customer experience.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

Safeguarding responsibilities

- To adhere to the School's Safeguarding policy , which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To ensure that registers are completed for each registration period using iSAMS (as a tutor, this will be the am registration). Teachers or cover teachers complete the pm registration at the start of period 6;
- To complete an accurate register at the start of each lesson or activity you teach or supervise, including after-school or weekend events or activities;
- To be aware of the medical and SEND needs of the students in your care and contact the school nurses or Learning Support Department if you have questions;
- To be aware of online risks to children and to use Apple Classroom to monitor the use of school devices used by students in lessons.