

# Boarding Admissions Manager

## September 2026

### Job Purpose

The Boarding Admissions Manager will be responsible for providing a professional, seamless, and engaging admissions experience for both international and UK boarding students and their families. The role involves building robust relationships with overseas and UK families, educational agents, and other external agencies to ensure that the quality of applications is consistently high and that boarding admissions targets are met. The Boarding Admissions Manager will line-manage a part-time (currently three days per week) Boarding Admissions Assistant.

### Hours

Full Time 8:30 am to 5pm (with an hour for lunch) Monday to Friday (incl. school holidays), recognising that in practice the hours worked will include attendance at events/fairs in the UK and overseas, and therefore a flexible approach is necessary

### Report to

Head of Admissions

### Contacts

Headmaster (Senior School), Senior Deputy Head (Pastoral) & DSL, Deputy Head (Academic), Deputy Head (Staffing, Co-curricular and Operations), Director of Sixth Form, Director of IB, Compliance Manager, Heads of Boarding, Finance Team, Admissions Team, Communications Team, Heads of Year/Departments, Head of EAL, Head of Learning Support, Data Manager, Schools Immigration Service Provider, Agents and other strategic partners.

### Department

Admissions

## Boarding at Brentwood School

Brentwood School has a long history of boarding, and our boarders are an important part of the whole School community. Boarding at Brentwood offers a world of opportunities and experiences. Our students can immerse themselves in a community that encourages individuality and creates lifelong connections. It's a place where young minds can thrive, connect, and flourish in a home-from-home environment. Brentwood School benefits hugely from our boarders' rich mixture of backgrounds – we are a truly international community.

We have recently transformed our boarding facilities, building a state-of-the-art Boarding House that was opened in the Autumn of 2025. Our new Brentwood boarding house has 122 single, ensuite bedrooms in cutting-edge university-style boarding accommodation. Staff accommodation is located at each end of the site and is integrated into the respective boarding houses. Our new cafe (a Benugos franchise) is the beating heart of our boarding house, and acts as a hub for boarding and day students alike, being open to all Sixth Form students during the school day. In the evening, this space is transformed into a study space and group social venue exclusively for boarders' use.

Alongside our traditional full and weekly boarding options, we offer students the option of flexi boarding for 2 or 3-night (consecutive) packages.

The successful candidate for the role of Boarding Admissions Manager will demonstrate excellent communication skills, a strategic mindset, and the ability to build and maintain strong relationships with internal and external stakeholders. They will recognise and be passionate about the many opportunities that a boarding school education at Brentwood School provides, and will be committed to upholding the Brentwood School values of Virtue, Learning, and Manners.

## Key Responsibilities

### General

- Manage the recruitment of boarding pupils from initial inquiry through to arrival and enrolment at the school, ensuring efficiency and a high level of customer service.
- Establish and develop close working relationships with external strategic partners on matters relating to boarding recruitment
- Line Management of the Boarding Admissions Assistant to include directing and prioritising their daily workload and responsibilities in consultation with the Boarding Admissions Assistant and Head of Admissions. Ensure they receive the appropriate training, guidance and support to successfully carry out their role. Conduct annual appraisals for the Boarding Admissions Assistant.
- Working closely with the Boarding Admissions Assistant together on all aspects of boarding admissions, serving as the consistent contact for families, agents and other strategic partners to ensure a seamless process.
- Data management and processing, ensuring that the relevant data and documentation for boarders joining the school is entered onto iSAMs in an accurate and timely manner and all relevant internal stakeholders are provided with accurate and up-to-date information.
- Develop a thorough understanding of competitor schools to confidently promote 'what makes us Brentwood'.
- Managing a given budget for travel and international recruitment

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- Work with the Head of Admissions to ensure a high-quality experience for all boarding parents and students joining the school
- Liaise regularly with school staff, including SLT, Heads of Year, Heads of Department, and House Parents
- Contribute to developing and implementing strategies to recruit international and UK boarders
- Attend international and boarding recruitment events and exhibitions as appropriate, both in the UK and abroad
- Provide regular reports for Governors, Headmaster and Head of Admissions.

#### **Admissions Process**

- Coordinate visits for prospective parents, pupils, educational agents and other strategic partners
- Meet families/agents during their visit and provide timely follow-up, maintaining a close relationship with both families and agents in order to support healthy conversion rates
- This includes the arrangement of online meetings if families and/or agents are not able to visit the school in person
- Organise and brief pupil tour guides in conjunction with the relevant Heads of Year
- Facilitate entrance examinations and interviews, including online testing, e.g., UKiset/Password
- Ensure references/reports are requested from existing schools as part of the admissions process, and share with relevant staff members as appropriate
- Ensure that Child Protection and Safeguarding files are requested for every new joiner
- Liaise with the SENCo and Head of EAL regarding pupils needing learning support and/or EAL provision, who wish to be considered for entry
- Send formal offer communications along with acceptance forms, requesting deposits and liaising with the Bursary as required in respect of fees, deposits and payments
- Ensure appropriate 'House' allocation for all new boarders
- Oversee the arrival and welcome into the School of new Boarding parents and pupils, including providing new parents with all the information (handbooks, uniform lists, fee information, etc.) that they require before their child joins the School
- Assist the Educational Compliance Manager as needed, with the completion of annual censuses as required by such bodies as ISC and the DfE

#### **School Events**

- Support the Marketing and Communications team and Head of Admissions with the arrangement and successful implementation of Open Mornings, Scholarship Information Days, Admissions events, etc.

#### **International Engagement**

- Work closely with the Boarding Strategy Team (internal and external) to create and implement an effective International engagement strategy to generate and convert a sustained level of high-quality enquiries from overseas
- Work with the Boarding Strategy Team to identify and build relationships with suitable Education Agents in order to recruit overseas pupils from a diverse range of countries and year groups
- Act as the first point of contact for Educational Agents and develop the way that we work with them to establish good working relationships, increase our visibility, and help to increase the number of overseas boarding pupils
- Understand the differing cultural values in each overseas geographical area and advise senior leaders ahead of international visits. Provide market intelligence on established and emerging markets for strategic planning purposes
- Be a prominent public representative in the overseas market, undertaking regular travel and promoting the values, attributes, and aims of Brentwood School
- Developing and managing collaborative relationships externally, including with exhibition providers, families, and existing/potential boarding agencies, and also within the School, including with the Development Office, with regard to keeping in touch with Alumni around the world
- Manage agency agreements and maintain records of interaction with agents
- Maintain the School's BBSW profile to create a marketing platform with overseas agents
- Liaise with the Houseparents and Assistant House Managers to gather information about the achievements and success of our boarding students, to provide feedback to agents, and to use for marketing purposes
- Work with the Marketing & Communications Team to manage the international aspects of the school website and any international promotion of the school via social media
- Provide administrative support for any Immersion or internationally-focused taster programmes/summer school being run by the School, and identify opportunities to market boarding for repeat custom
- To be responsible for ensuring regulatory compliance for international student recruitment, ensuring all UKVI requirements are met, with support from the Boarding Admissions Assistant, Compliance Manager, and Heads of Boarding
- Maintain a close and active relationship with Holmes and Partners, the school's UK Immigration Consultants, ensuring that the Visa application process works efficiently and runs smoothly for students joining Brentwood School from overseas
- Keep abreast of UKVI updates and be the on-site expert in relation to visa applications and the main point of contact with Holmes and Partners
- Ensure the smooth running of all student visa applications on behalf of the school, providing Confirmation of Acceptance to Study (CAS) for overseas students who require a visa to study in the UK

#### **Personal Specification**

The successful candidate will ideally have some experience of international recruitment in the independent schools market and have a strong commitment and enthusiasm for recruiting international pupils to study at one of the UK's leading independent schools. In addition, they will:

- Be well-organised and extremely hard-working
- Display discretion
- Possess strong interpersonal skills to deal sensitively with pupils, parents, and staff
- Be able to work as part of a team
- Be able to take the initiative

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- Be IT literate
- Be able to stay calm under pressure
- Be highly organised with the ability to prioritise and work to deadlines
- Be committed to ongoing professional development
- Be committed to the values and culture of the School
- Display an absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children

### Essential

The successful candidate will:

- Understand and personify the School's values, aims, and ethos
- Show a keen awareness of and adherence to data protection and safeguarding regulations

The successful candidate will have/be able to:

- Knowledge and understanding of the independent education sector (working within an independent/boarding school environment would be highly advantageous)
- Proven customer service experience in a busy, complex service-driven environment. Ideally, a working knowledge/awareness of school admissions processes
- Excellent organisational and administrative skills
- Outstanding communication and interpersonal skills, both verbal and written
- An eye for detail
- Able to multitask and prioritise work efficiently, and to use their initiative
- Work and keep calm under pressure
- Communicate and engage effectively with a range of stakeholders, including students, agents, and prospective families.
- Deal with sensitive and personal information
- Strong IT skills and a good understanding of data management
- Demonstrate discretion and confidentiality
- An approachable, personable, and confident manner, with excellent spoken and written English
- A high level of empathy, sensitivity, and understanding of the issues faced by parents
- A willingness to develop personally and professionally, learn from mistakes, and engage with the wider School community.
- A willingness to work flexibly as the needs of the role dictate (including weekend and evening working, and overseas travel).
- Resolve conflicting demands and create positive outcomes through a solution-focused approach
- Work well as a team player with colleagues across the organisation

### Desirable

The following are desirable, but appropriate and proportionate training will be provided as required.

- Working knowledge of the Child Student Visa route and application process, and an understanding of UKVI guidelines
- Experience of MIS and CRM Systems (ideally within a school) and Google Suite would be advantageous

### **Safeguarding Responsibilities**

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

#### **Awareness and Vigilance:**

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

#### **Reporting Concerns:**

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

#### **Creating a Safe Environment:**

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk) who will put you in touch with the Head of Admissions.

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