



Job Title: Admissions Manager

Responsible to: Senior Leadership Team

Key internal contacts: Pupils and all school staff.

Key external contacts: Key external relationships and parents.

ABOUT THE SCHOOL

Pattison School is a small, nurturing independent school with a strong ethos of care, creativity and community. We are committed to supporting every child to thrive academically, socially and artistically. Our size allows us to know each pupil as an individual and to create an environment where they feel valued, supported and inspired.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check and social media screening.

ABOUT BLENHEIM SCHOOLS

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

You will lead the full admissions process from first enquiry to enrolment, ensuring every family receives a seamless, timely and supportive experience. Delivering high-quality tours and admissions events, maintain accurate records, manage CRM systems and produce regular data reports to support forecasting and strategic planning.

Playing a key role in community engagement, building strong relationships with feeder nurseries, local organisations and STEM-focused partners.

- Lead the full admissions journey, ensuring a welcoming, efficient and professional process.
- Deliver tours, open days and taster sessions that reflect the ethos and strengths of the school.
- Maintain accurate records and manage digital admissions platforms and CRM systems.

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- Monitor, track and report on admissions data and conversion rates.
- Build positive relationships with feeder nurseries, local schools and community partners.
- Support families through onboarding and transition processes by building strong links with senior school admissions teams.
- Work closely with the Headteacher to implement the school's community engagement strategy.

KEY TASK AREAS & RESPONSIBILITIES

- Experience in admissions, customer-facing roles or community engagement.
- Confident managing busy, time-sensitive processes.
- Competent using CRM systems and digital tools (experience with iSAMS is desirable).
- Excellent communication and interpersonal skills.
- Highly organised with strong attention to detail.
- Able to analyse data effectively to inform planning.
- Calm under pressure, with strong time-management skills.
- Warm, professional and able to represent the school confidently.
- Genuine care for children and families.
- Integrity, discretion and sound judgement.
- Positive, solutions-focused and approachable.
- A good sense of humour.

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.





- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required

Governance:

- Blenheim Schools is the proprietor of Akeley Wood Nursery and Junior School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- To be signed and dated by employee:
- Signed:
- Name (print):
- Date:

