



ADMISSIONS MANAGER

Issue Date: April 2026



Wellingborough School
Founded 1595

ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

S a l u s i n A r d u i s





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

THE ROLE

Start Date: Monday 6th July 2026

Contract type: Permanent

Disclosure Level: Enhanced

Salary: £40,000 per annum

Hours: Full Time, 52 weeks, 37.5 hours per week, Monday to Friday, 8am to 4pm

The Admissions Manager plays a central role in delivering our pupil recruitment strategy. Reporting directly to the Director of Engagement, the postholder will be the first point of contact for prospective families. The role is suited to someone who is warm, enthusiastic, and person-centred, with the ability to ensure every family feels welcomed, understood and supported throughout their admissions journey. The postholder will also have a demonstrable ability to develop and utilise effective digital systems for the better management and oversight of the Wellingborough admissions pipeline.

The role requires a strategic, organised, and relationship-driven approach to managing the full admissions cycle – from initial enquiry through to enrolment. With excellent communication skills and the confidence to engage effectively with children, parents, staff and external partners the postholder will working closely with senior leaders, academic staff, and the wider Engagement team, to promote the School's strengths, develop and maintain efficient and compliant admissions processes, and provide insightful data to support decision-making and recruitment planning. This is a highly visible and outward-facing role requiring initiative, attention to detail, and a genuine passion for building positive relationships.





Key responsibilities

Relationship Management & Communication

- Serve as first point of contact for all admissions enquiries, working alongside others in the Admissions team to manage enquiries in a timely, consistent, and professional manner.
- Build and sustain warm, inclusive, and long-lasting relationships with prospective families, ensuring that all communication is timely, personalised, and responsive to individual needs and interests.
- Provide and promote accurate, engaging information about the School to ensure prospective families are well-informed.
- Ensure every family experiences a welcoming, polished, and positive introduction to the School, with attention to detail and consistency across all touchpoints.
- Develop strong working relationships with feeder schools, proactively representing the School and nurturing key relationships that support long-term recruitment.
- Work closely with the Marketing team to ensure Admissions and Marketing functions are strategically aligned with the aims of the School.
- Collaborate closely with the Director of Engagement on all strategic communications and campaigns

Enquiry and Application Management

- Coordinate all stages of the enquiry and admissions process, ensuring clear communication and a supportive experience from initial contact to enrolment.
- Oversee the collection of required documentation, including school reports, educational psychologist assessments, and confidential references, ensuring compliance and smooth progression of each application.
- Maintain accurate and up-to-date records of enquiries, registrations, and deposit payments within iSAMS and associated tracking systems, ensuring data integrity and enabling confident reporting.
- Manage, maintain and present data and detailed information relating to pupil admissions to the Director of Engagement, the Headmaster, Head of Prep as required, and SLT/ELG as required.

Admissions Events

- Lead and oversee the planning and delivery of the School's admissions events programme, including Open Days, Test and Taster Days, Family Welcome events, and other bespoke experiences. Work with the wider Engagement team and Academic staff.
- Ensure all events reflect the School's value, offer an outstanding family experience, and support strong conversion outcomes.
- Represent the School at external events, fairs, and partnership activities, delegating attendance appropriately and ensuring consistent, high quality representation.

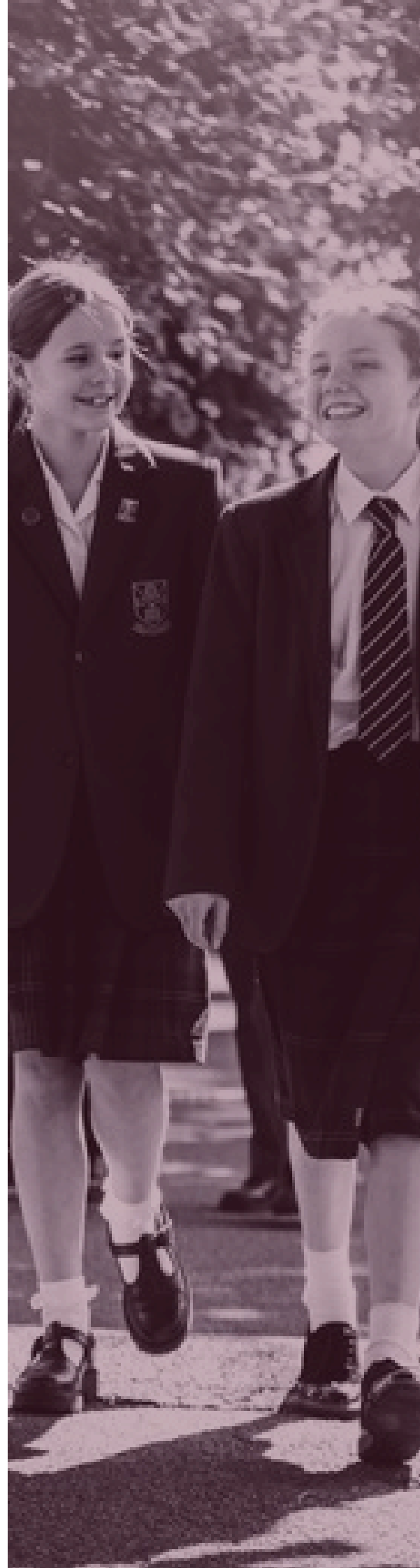
Conversion, Onboarding & Collaboration

- Work with the wider Engagement team and Academic staff to ensure a seamless transition from accepted place to enrolment, including through transition events and the maintenance of digital platforms such as the parent portal on Firefly.
- Provide timely, personalised follow-up after private visits, events, and key admissions milestones, to strengthen engagement and support conversion.
- Collaborate with the Finance team to confirm receipt of deposits and manage the financial aspect of the admissions process, including issuing initial fee invoices.
- Manage the confirmed-new-pupil process, ensuring all contractual and onboarding documentation is completed and shared with the Admin team and relevant departments prior to a pupil's start date.
- To liaise with parents to arrange entrance assessments.
- To work closely with Academic staff on the planning and delivery of Entrance Assessment days, and support the smooth running of these events.
- To manage and update the entrance assessment section of the admissions database and enter results.

Feeder Schools and Nurseries

- To support the work of the Director of Engagement with the feeder school strategy.
- To support the Director of Engagement in maintaining accurate records and reports on feeder school entrant numbers.
- Develop and maintain relationships with feeder schools to support the School's pupil recruitment strategy.

S a l u s i n A r d u i s





Requirements of all staff:

- Support the aims of the School, contributing to its development and participating in efforts for it to achieve its vision.
- Full engagement with professional development and appraisal.
- Participation in events and activities as per the core expectations for Senior School staff.
- Proper and professional regard for the ethics, policies and practices of the School in which they maintain high standards in their own attendance and punctuality.
- Be aware of and follow all departmental and school health and safety requirements including relevant risk assessments.
- Reinforce consistently high expectations in order to create a positive learning environment.
- Uphold the School Code of Conduct for pupils and follow all policies relating to reward and conduct.
- Carry out other duties and responsibilities as may be reasonably allocated by the Line Manager or members of the Senior Leadership Team.

REVISION OF JOB DESCRIPTION

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



THE PERSON

Skills and Experience	Essential	Desirable
Engaging with customers and developing relationships	Yes	
Working in an Independent Education environment		Yes
Managing, manipulating, and analysing digital data with the aim of improving communication and team performance	Yes	
Managing teams to deliver excellent outcomes	Yes	
Planning, organising, and delivering events	Yes	
Delivering clear and consistent communications with clients and/or customers	Yes	
Personal Qualities		
Organised and self-motivated	Yes	
Ability to perform effectively and professionally under pressure	Yes	
Collaborative and collegiate team-player, able to get the best from others	Yes	
Tact and discretion	Yes	
Warmth, emotional intelligence, diplomatic skills, a calm manner	Yes	
Persuasive and resilient, with drive, energy and ambition	Yes	

THE PROCESS

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post.

Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org by 9 am on Thursday, 14th May 2026

Interviews will take place **week beginning 18th May 2026**

[www.wellingboroughschool.org/useful-information/employment-opportunities/
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)
01933 222427



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