



**KELVINSIDE
ACADEMY** 1878



KELVINSIDE ACADEMY - ADMISSIONS MANAGER

Job Purpose

The Admissions Manager is a key member of the Kelvinside Academy Marketing & Admissions team, working closely with the Director of Admissions & Communications to deliver a warm, professional and highly effective admissions experience for prospective pupils and their families.

This role is central to pupil recruitment across the Nursery, Junior School and Senior School. The post holder will be responsible for guiding families from initial enquiry through to enrolment, ensuring that every stage of the admissions journey is welcoming, well-organised and handled with care.

The Admissions Manager will provide excellent customer service, clear communication and efficient administration throughout the process. They will manage admissions procedures, respond to enquiries, support visits and events, coordinate assessments and taster days, and ensure accurate follow-up and reporting.

The role requires someone who is good with people, works well at pace and cares about getting the details right. Warmth, professionalism, commercial awareness and a genuine enjoyment of working with people are essential.

The successful candidate will also bring a positive outlook, contribute actively to a supportive team culture, and take pride in representing Kelvinside Academy at every stage of the admissions journey.

Reports to: Director of Admissions and Communications

Hours: 40 hours per week: 8.30am – 4.30pm Monday-Friday with an hour for lunch (paid), however flexibility is required regarding working hours during busy times, particularly relating to Open Days etc. The role is all year round (with 25 days annual leave and 10 bank holidays), with working required during the school holidays.

Start Date: Monday 17 August 2026 (ideally)

Salary: £35-£40K per annum, depending on experience

Key Accountabilities

Admissions Strategy and Process

- Work closely with the Director of Admissions & Communications to support the School's pupil recruitment strategy.
- Manage the day-to-day admissions process from initial enquiry through to enrolment.
- Provide timely updates on enquiries, applications, assessments, offers and outcomes.
- Ensure admissions processes are clear, efficient and consistently followed.
- Support accurate tracking and reporting of enquiry conversion, pupil numbers and admissions activity.
- Act as a reliable point of contact and source of continuity in the Director's absence.

Exceptional Customer Service

- Deliver a consistently high standard of service to prospective families.
- Respond promptly and warmly to enquiries by telephone, email and in person.
- Guide families clearly and confidently through each stage of the admissions process.
- Anticipate parent needs and maintain a helpful, solution-focused approach.
- Ensure every interaction reflects the values and standards of Kelvinside Academy.

Prospective Family Engagement

- Act as one of the first points of contact for prospective families.
- Build positive relationships with parents and pupils from the first conversation.
- Arrange and support individual visits, tours and admissions meetings.
- Manage thoughtful and timely follow-up communications.
- Help families feel informed, welcomed and confident in their decision-making.

Admissions Operations

- Process UK and international applications accurately and confidentially.
- Coordinate entrance assessments and ensure relevant information is shared with academic and pastoral colleagues.
- Arrange taster days and transition arrangements with relevant school teams.
- Maintain clear and accurate admissions records and ensure all documentation is complete.
- Support offer letters, acceptance paperwork and joining information.

Visa Compliance

- Support compliance with UKVI requirements where relevant.
- Maintain accurate records for international applicants requiring visa sponsorship.

- Liaise with colleagues and families to ensure required processes are followed.

Data, Reporting and Systems

- Maintain accurate admissions data on iSAMS.
- Produce reports on enquiries, applications, offers, acceptances and pupil numbers as required.
- Monitor follow-up activity and support effective conversion of enquiries.
- Ensure the smooth transfer of pupil information on enrolment.
- Use admissions data to support planning, reporting and decision-making.

Teamwork and Contribution to School Life

- Assist with the planning and delivery of Open Days, admissions events and other recruitment activity.
- Contribute ideas and insight to wider marketing and admissions activity.
- Attend occasional evening and weekend events as required.
- Represent the School positively and professionally to prospective families, visitors and the wider community.
- Work collaboratively with colleagues across the School to support a joined-up and welcoming admissions experience.

Person Specification

Essential Skills & Experience

- A demonstrable track record in a customer-facing, relationship-focused or service-led role.
- Excellent written and verbal communication skills.
- A warm, confident and professional telephone manner.
- Strong interpersonal skills and the ability to build trust with all ages and backgrounds.
- Excellent organisational and administrative skills.
- A systematic approach to tasks, with strong attention to detail.
- The ability to work at pace, prioritise competing demands and meet deadlines.
- Confidence using digital systems, databases and Microsoft Office.
- Discretion, diplomacy and sound judgement.
- The ability to remain calm, positive and professional under pressure.
- A proactive, solution-focused approach to work.

Desirable

- Previous experience in school admissions or a similar education-sector role.
- Understanding of the independent schools' market.
- Experience using iSAMS or a similar school management system.
- Understanding of UKVI requirements.
- Experience supporting events, marketing or pupil recruitment activity.

Personal Qualities

- Warm, welcoming and professional.
- Positive, energetic and enthusiastic.
- Empathetic and good with people.
- Commercially aware and attentive to the importance of follow-up.
- Highly organised and reliable.
- Calm under pressure.
- Proactive and willing to use initiative.
- Flexible and willing to support busy periods and key events.
- Team-oriented, generous in approach and supportive of colleagues.
- Proud to act as an ambassador for Kelvinside Academy.