



Brentwood School



Recruitment Pack

Boarding Admissions Manager

Our Values

Brentwood School's values – Virtue, Learning, Manners – were written into the school Statutes of 1622, and remain as important today as they ever have been.

Our values underpin everything we do at Brentwood: they act as our compass, they provide us with checks-and-balances when we fall short, and they are used to inform the decisions we make, whether strategic and long-term or operational and day-to-day. Most importantly, they form the basis of the way we are with each other in this – very special – place.

Our pupils are confident without being arrogant, they look out for each other, they do the right thing, even when no-one is looking and they respect difference: you will see a footballer enjoying lunch with a chorister and a dancer running a recycling project with a chess player.

We help our pupils to solve problems. In partnership with parents, we teach them to persevere after setbacks, adopt a growth mindset and challenge the norm. We encourage them to ask questions in class and take control of their own learning. Of course, they work hard and enjoy great success in and out of the classroom, and once they've left us, many go on to use and develop their leadership skills and achieve beyond their expectations,

That's what makes us Brentwood.

“

We enable our pupils to become the best version of themselves by developing Virtue, Learning and Manners”

Our Mission Statement

Introduction

Our 75-acre campus is situated in the heart of Brentwood, surrounded by pristine gardens and expansive playing fields.

Brentwood School is a place with deep roots that provide stability in an ever-changing world and in a community with a shared vision, common purpose and a determination that every initiative benefits the young people currently in its care, as well as those of the future.

There are only a small percentage of young people in the world who will attend a school with such a long history as that of Brentwood School.

While many students graduate with exceptional academic records, they all leave understanding that true education extends far beyond the acquisition of knowledge.

From Performing Arts to Sport, Co-Curricular activities, and world-class Facilities and Grounds, Brentwood School offers an education of unparalleled depth and breadth. At the heart of Brentwood is a belief in what we call our 'positive paradoxes' – the productive tensions that define an exceptional education. We value depth alongside breadth, tradition alongside innovation, and individual achievement within a strong and supportive community. We encourage students to aim high academically while also developing curiosity, kindness and resilience.

We are seeking a new Boarding Admissions Manager. We encourage you to read about our history and vision to better understand how this role fits into the ambitious plans we have for the school. Specific details of the position can be found on p.19.

We encourage you to look at our website brentwoodschool.co.uk where you will find further information, and documents which can be downloaded. If you would like to discuss this role in more detail then please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Admissions, Mrs Debbie Cook. We are always pleased to hear from high quality candidates.

At a Glance

Founded in 1557, Brentwood School is one of the UK's oldest and most respected independent schools. Located just 23 minutes from London, the school offers the perfect balance of easy access to the capital and a safe, supportive boarding environment. Academically, Sixth Form students can choose from the IB Diploma, A Levels, or BTEC Extended Diplomas in Business, Sport, and Creative Media, allowing them to follow the pathway that best suits their strengths and ambitions.



* based on the Complete University Guide 2025



A Distinguished History

During the English reformation, a 19-year-old Protestant was burnt on order of Sir Antony Browne, the Lord Chief Justice, acting as a magistrate on behalf of Queen Mary. It is believed that this act led Sir Antony, when penitent, to acquire Weald Hall, (salvaged parts of which survive today), and land in Brentwood to found a school. The School received its charter as a grammar school in 1557.

The school statutes, signed in 1622 by the poet John Donne, Dean of St Paul's, made it clear that pupils should be instructed in "Virtue, Learning and Manners", and these values remain at the heart of school life today.

In 1851, the school was reconstituted by an Act of Parliament and in 1977 became independent following the end of the Direct Grant status. For much of its history, the School was principally a boys' boarding school; however, girls were first accepted into the Sixth Form during the 1970s and the first class of girls joined at the age of 11 in 1988.

Alumni

The breadth and depth of the achievements by Old Brentwoods (OBs) throughout its history to the present day is truly impressive and a testament to their teachers. Notable OBs have achieved success in diverse fields, from politics, sports, science, the world of arts and entertainment, journalism and many more. Some famous names include: author Douglas Adams; fashion designer Sir Hardy Amies; broadcaster Sir Robin Day; politician Rt Hon Jack Straw; Deputy Chairman of the Telegraph Media Group; comedians and actors Griff Rhys Jones and Keith Allen; and footballer Frank Lampard.





Boarding

Boarding has always been a cornerstone of Brentwood School's history, fostering a diverse, vibrant, and international community. The official opening, in November 2025, of The Sir Michael Snyder Building marks a significant new chapter – one that honours the school's rich traditions while embracing cutting-edge innovation.

This sector-leading, purpose-built facility represents the pinnacle of modern student accommodation, meticulously designed to serve as a true "home away from home" where students feel safe, inspired, and supported.

Cutting-Edge Accommodation & Layout

The fully accessible building is thoughtfully subdivided into three distinct, functional sections: a dedicated girls' boarding house, a dedicated boys' boarding house, and a central shared hub.

- **Premium Private Rooms:** The upper floors feature 122 light, airy, single bedrooms. These rooms offer university-style living complete with private, modern ensuite bathrooms.
- **Integrated Pastoral Care:** To ensure continuous support, staff accommodation is seamlessly integrated at each end of the site, connecting directly to the respective boarding houses.

The Central Shared Hub: The Heart of the Community

The ground floor and central core of the building serve as a vibrant social and recreational engine for both boarding and day students, facilitating lifelong, cross-cultural connections.

- **Communal Spaces:** The ground floor houses spacious recreation areas, communal seating, a common room, a fully equipped kitchen and dining area, a boot room, and a laundry collection facility.
- **The Benugo Café:** Operated by the award-winning UK café chain, this central hub acts as a dynamic gathering space for Sixth Form students. It serves as a social venue, a study space, and a group meeting area.
- **Outdoor Integration:** The social spaces seamlessly extend outdoors, featuring a covered arcade with direct access to a beautifully landscaped courtyard and terrace.

A Vision for the Future

The boarding house is just the beginning of Brentwood School's robust plan for future campus investment. By welcoming talented young people from both near and far, this facility strengthens the school's international dimension and offers unmatched flexibility in boarding options. Looking ahead, the school's commitment to holistic student development will be further enhanced by the upcoming addition of a dedicated Wellbeing Centre, ensuring future generations continue to thrive both academically and personally.

GCSE

Brentwood provides a broad academic curriculum designed to promote a love of learning.

With 28 GCSE subjects on offer, students at Brentwood School are able to construct a personalised curriculum path. This flexibility ensures they remain confident in maintaining an effective balance of subjects – a breadth highly valued by the Sixth Form, leading universities, and future employers.

The school's commitment to academic rigour is reflected in the consistently excellent examination results achieved by its students. In the most recent cohort, the achievements were particularly notable.

- **Elite Performance:** No fewer than seventeen students achieved a total of 70+ points.
- **Top Grades:** This group alone secured 139 grade 9s and 30 grade 8s.

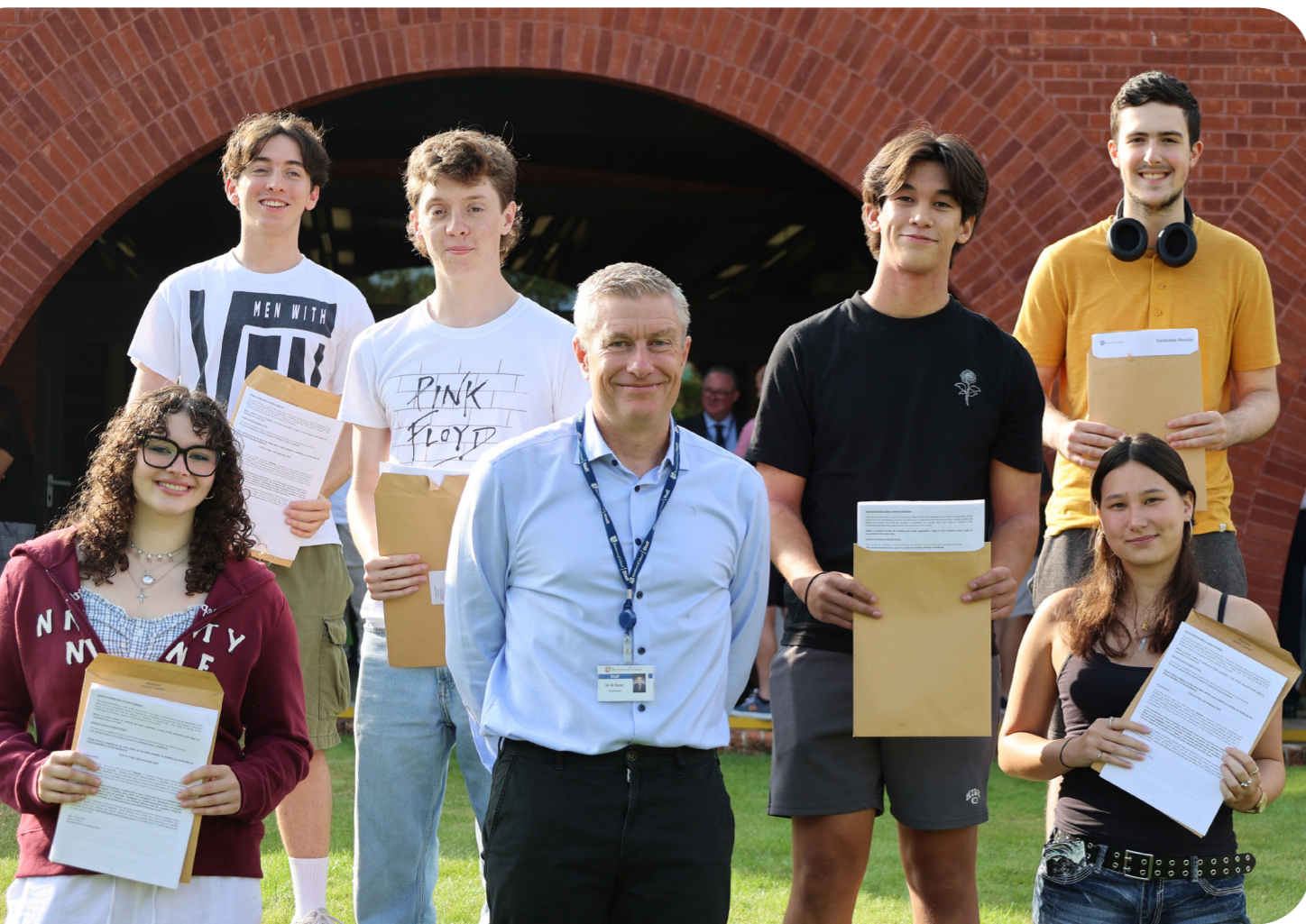
These statistics represent the dedication and excellence of the teaching staff and the hard work and application of its students.

Visit [brentwoodschool.co.uk](https://www.brentwoodschool.co.uk) to view our latest GCSE news and curriculum booklet.

GCSE: Key Facts

Age Group	14 – 16 (Year 10 – 11)
Course Length	2 years (6 terms)
Hours Per Week in Class	28
English Language Entry Requirements	Joining in Year 7 – 8: CEFR A2 Joining in Year 9 – 10: CEFR B1
Academic Entry Requirements	Average score on UKiset test
Assessments	Final exams taken internally at the end of Year 11
Number of Subjects	10 (option to opt for 9 GCSEs and supervised private study instead of a 10th subject)
Additional Qualifications	Higher Project Qualification (HPQ)





Three Sixth Form Pathways to Success

A Level, IB & BTEC

Brentwood School provides a modern, future-focused academic experience that balances traditional excellence with innovative instruction. In the Sixth Form, students choose from three distinct pathways: A Levels, the International Baccalaureate Diploma (IBDP), and BTEC Extended Diplomas in Sport and Business.

This curricular flexibility ensures that every student is placed on a course best suited to their strengths, interests, and professional goals. Supported by rigorous academic guidance, students are empowered to flourish both during their time at Brentwood and in their subsequent careers.

Class of 2025 Performance

The results achieved by the Class of 2025 underscore the school's reputation for academic distinction across all three pathways:

International Baccalaureate

A Levels

The cohort maintained a **100% pass rate**, with 82% of entries graded A*–B.

Students returned an impressive average of

38.3 points

Adding to this achievement,

28%

of the cohort scored 40 points or more, including three students who achieved the maximum total of 45 points a performance that is significantly above global averages.

BTEC

100%

of BTEC students successfully secured their **first-choice destination**

whether in university, a degree apprenticeship, or direct employment.

Overall Academic Profile

When incorporating all qualification profiles, the school's A*–B equivalent rate stands at 87%, with over 57% of results at the A*–A equivalent level. The average Brentwood student graduates with the UCAS equivalent of AAA, providing a robust platform for competitive university applications.

Pathway Distribution

Student choice reflects the diverse strengths of the community. Overall, 56% of students pursue A Levels, 24% opt for the IB Diploma, and 20% choose BTEC. Among the international student body, the IB Diploma is the most prominent choice at 78%, followed by 17% taking A Levels and 5% enrolled in BTEC pathways.

Sixth Form Combined Pathways

The combined results of IB Higher Level, A Level, and BTEC, presented as A Level equivalent:

	2025	2024	2023
A*–A	56.7%	54.2%	50.1%
A*–B	86.7%	80.5%	76.2%

Beyond Brentwood

Brentwood School ensures that students do more than just achieve exceptional academic results; they graduate with the confidence, ambition, and practical skills required to thrive in a global environment. By offering a distinctive choice of A Levels, the International Baccalaureate (IB), and BTEC pathways, the school empowers its leavers to secure places at premier higher education institutions both in the UK and internationally.

Each year, Brentwood alumni transition to prestigious Russell Group universities and other highly regarded global institutions. The breadth of their ambitions is reflected in the diverse range of degree programmes they pursue, spanning:

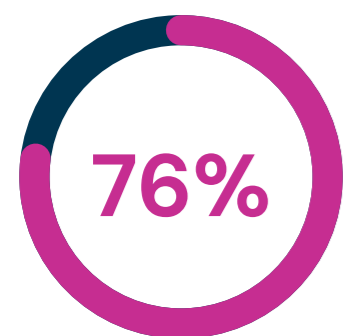
- Medicine and Engineering
- Law and Business
- The Arts, Humanities, and Sciences.

For international students, Brentwood provides more than just academic rigour. Through small class sizes, specialist teaching, and personalised guidance, students seamlessly adapt to the expectations of the UK education system and transition smoothly to university study. The curriculum is specifically designed to hone sophisticated English communication skills, independent learning habits and sharp critical thinking.

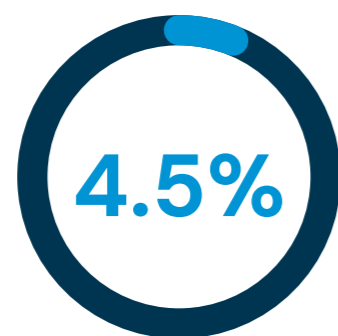
Brentwood School graduates are recognised by universities for being confident, engaged and well-rounded. Leadership opportunities, co-curricular programmes and a supportive pastoral environment ensure students leave ready to thrive, wherever they choose to study.

With a global alumni network and lifelong connections, Brentwood graduates step onto the international stage with ambition and the ability to succeed.

In 2025, Brentwood's outgoing students went to a range of universities in the UK & abroad (see adjacent).



of all places accepted were at Russell Group Universities



of students went to International Universities



went into apprenticeships or direct employment

Leavers' Destinations



Location

Located in Essex, Brentwood School is exceptionally well situated on the Elizabeth Line, with direct access to Heathrow Airport and just 23 minutes from central London. Students and staff benefit from proximity to one of the world's most dynamic cities while enjoying a safe, peaceful, and quiet boarding environment.

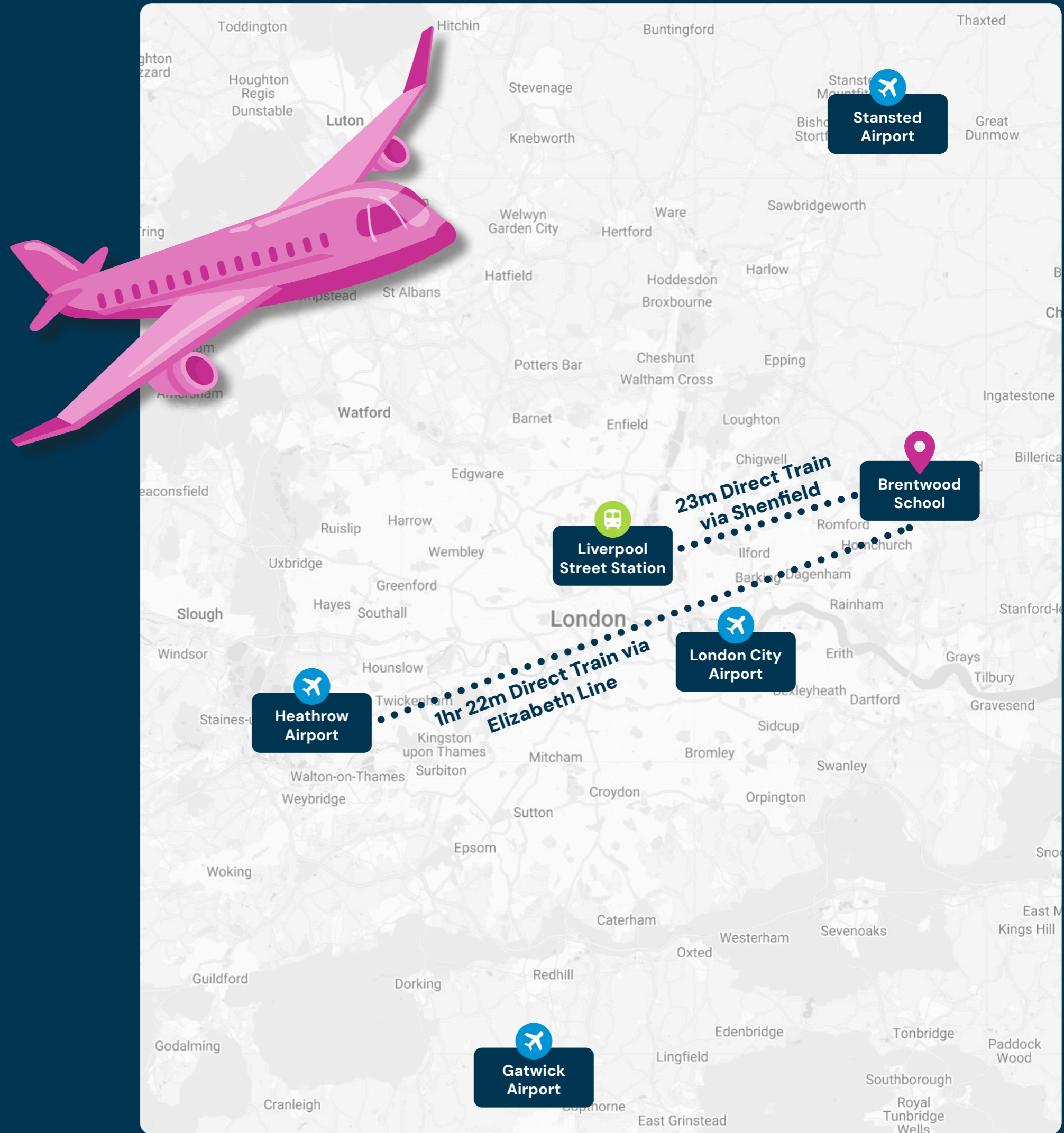
The boarding residence is located in a secure residential area, with easy access to local markets, cafés, restaurants, and everyday amenities.

Universities

Access to Imperial College London, University College London (UCL), King's College London and London School of Economics and Political Science (LSE)

Weather

- Mild winters and warm, often sunny summers, with generally low rainfall.
- Average annual highs are around 14°C to 16°C, with lows averaging 6°C to 8°C.
- Above-average sunshine levels compared to the rest of the UK, especially in summer.





Job Description

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.

Job Purpose

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

Required: September 2026

Closing Date: 9am, Monday 22nd June 2026 (Early applications are encouraged as interviews may be held before the closing date)

Interviews: Wednesday 1st July 2026

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
- 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
- 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 who will put you in touch with the Head of Admissions.



Why Join Us?

There are many reasons why you should consider a role at Brentwood – not least because you would be joining a group of colleagues with a passion and the intellect to deliver an inspiring education. The School has its own generous salary scale and there are also allowances for many positions of responsibility.

There are a range of ways that we enhance our staff experience; All Brentwood School employees are members of the contributory pension scheme. In addition to this, the School offers the opportunity to participate in a subsidised private healthcare scheme. Free membership of the Courage Hall Sports Centre is also offered which operates on the School site and includes a swimming pool, fitness suite, badminton, squash and tennis courts. Free on-site parking, and lunch during term time is provided too. Free tickets to school concerts and performance to name but a few.

Operational staff have the opportunity to continuously develop their skills in their field, with training and development courses encouraged.

If you would like to discuss this role in more detail then please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Admissions.

