



The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: Head of Admissions

Reporting to: The Principal

Purpose of Role: The Head of Admissions, Senior Registrar is responsible for providing the planning and delivery of the school's admission strategy. This includes ensuring that all admissions tasks are undertaken with meticulous attention to detail to ensure The Marist remains a school destination of choice.

Status of Role: Full Time, Permanent

Key Tasks and Accountabilities:

Strategic Leadership & Planning

- Lead the development and delivery of a bold, insight-driven admissions strategy across the 3–18 age range, aligned with The Marist's vision, values, and growth ambitions.
- Set, monitor, and report on recruitment targets across all entry points, ensuring the school remains balanced and sustainable.
- Provide high-quality forecasting, data analysis, and market intelligence to inform strategic decision-making by the Head and Executive Leadership Team.
- Maintain oversight of the Admissions Policy, ensuring annual review, regulatory compliance, and alignment with best practice.
- Prepare and manage the departmental budget, ensuring effective use of resources and clear evaluation of return on investment.
- Monitor demographic trends, competitor behaviour, and sector developments, adapting strategy to ensure The Marist remains a destination of choice.
- Work closely with the Head of Marketing to ensure alignment and coordination for recruitment priorities

Admissions Operations & Journey Excellence

- Oversee the full admissions journey from first enquiry to enrolment, ensuring a seamless, warm, and distinctive experience for every family.
- Ensure efficient and compliant administration of registrations, assessments, interviews, offers, acceptances, and deposits.
- Lead the planning and delivery of admissions events, including Open Mornings, Taster Days,
- Assessment Days, and scholarship assessments, ensuring they showcase the school's strengths.
- Oversee scholarship and award assessment processes, ensuring they are well-designed, well-run, and aligned with The Marist's ethos and academic standards.
- Work closely with academic and pastoral leaders on admissions assessments, testing processes, scholarship decisions, and entry recommendations.
- Maintain high standards of data integrity and pipeline management, ensuring accurate reporting and conversion optimisation at every stage.
- Ensure full compliance with ISI regulations, GDPR, and UK Child Student visa requirements.
- Gather and analyse feedback from prospective parents, non-joiners, feeder schools and agents to inform continuous improvement and strengthen relationships
- Inform continuous improvement and strengthen relationships

Pupil Recruitment

- Lead a structured programme of engagement with Primary and Prep schools, strengthening The Marist's profile and relationships.
- Work closely with The Marist Prep and Pre-Prep to manage the internal pipeline and ensure a smooth transition into the Senior School and into the Prep School.
- Represent The Marist at recruitment fairs, events, and overseas visits, promoting the school's ethos and educational offer with confidence and clarity.
- Ensure effective liaison with feeder schools regarding entrance assessments, scholarship outcomes and candidate progression.

Collaboration & External Relations

- Act as a key public ambassador for The Marist, building strong relationships with prospective families, feeder schools, agents, and community partners.
- Collaborate with academic, pastoral, operational, and co-curricular colleagues to ensure admissions processes reflect the school's ethos and support a smooth transition for new pupils.
- Influence and support colleagues across the school who contribute to the admissions experience, ensuring consistent messaging, high standards of engagement, and a shared sense of responsibility for recruitment.
- Report regularly to the Head and Governors on admissions performance, trends, risks, and opportunities.

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

PERSON SPECIFICATION

		Essential or Desirable
Qualifications	A well-qualified graduate with equivalent knowledge of school admissions processes through experience	Essential
	Experience as an Admissions Officer and/or registrar work	Desirable
Knowledge, Experience, Skills and Abilities	An exceptional team player and member of a wider leadership team: showing initiative and imagination, vision, and the ability to inspire others	Essential
	The ability to build relationships: interact with people, build rapport and win people over. The ability to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
	Excellent communication skills: influencing and convincing others, articulating clearly, and challenging ideas	Essential
	Effective and energetic in innovating and implementing change	Essential
	Strong problem-solving skills, combined with a proactive and positive approach to change management	Essential
	First class organisational and administrative skills, calm under pressure; able to work to tight deadlines and manage competing priorities	Essential
	Able to see through complex strategies from conception to conclusion	Essential
	Excellent written and spoken English	Essential
	Sufficient numeracy to interpret statistical data and manage budgets	Essential
	Good working knowledge of common IT applications. An interest in understanding the potential of IT in learning and teaching	Desirable
	Substantial and successful experience in pastoral leadership (e.g. Head of Year or equivalent/Assistant Head)	Essential
Personal Qualities	Clear commitment to the Schools Catholic ethos and the distinctive characteristics of Marist education	Essential
	Treats people fairly, equitably and with respect to maintain the Catholic ethos and positive working relationships	Essential
	The ability to foster positive relationships with staff and parents	Desirable
	Ability to maintain trust and be highly respected by staff	Essential
	Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	Essential
	A creative and imaginative thinker who has the ability to identify innovative solutions to problems	Desirable

Safeguarding and Child Protection

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Appraisal

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.