

# Admissions Coordinator

## January 2026



tes  
Tes Schools  
Awards 2024  
Winner  
Boarding School of the Year  
Haileybury  
#TesAwards



# Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

# The role

We are seeking a dedicated and proactive Admissions Coordinator to work within our busy Admissions Department to cover a period of maternity leave.

The position is full-time, working 37.5 hours per week, Monday to Friday. There will be occasional requirements to work evenings and weekends to support school events, for which appropriate time off in lieu will be provided.

The Admissions Department at Haileybury is responsible for all aspects of the admissions of pupils. The Admissions Coordinator assists the Admissions Manager in managing and delivering an efficient, warm and welcoming admissions programme, ensuring a professional service to parents, pupils, feeder schools, agents, staff and the wider public

The successful candidate will have proven experience of an administrative role including organising and leading on multiple tasks/ projects with tight timescales. They will have a solid understanding of process management and an excellent understanding of first-rate customer care practices. Experience of working in a school or other educational environment would be an advantage.

The Admissions Coordinator will report directly to the Admissions Manager.



# Responsibilities

## Job Purpose

- To support the Admissions Manager with pupil recruitment into the Lower School (Year 7 & 8) and Removes (Year 9) at Haileybury and to provide a first class, tailored end to-end recruitment process for all perspective families - (UK/ International/ Boarding/ Day).
- To support the implementation of the admissions strategy and to ensure that pupil targets are met.
- To ensure that the process from enquiry to admission is professionally maintained and recorded accurately at every stage. This includes understanding of the relevant policies, systems, structure and personnel within Haileybury.
- Be flexible to assist other team members with recruitment into other year groups as required.
- To build upon the solid performance of the past years and contribute towards continued growth for the School, in an evolving and increasingly competitive market.

## General

- Create and maintain a positive and personal ethos throughout the admissions process.
- Maintain confidentiality and display a high degree of integrity at all times.
- Effectively manage the process for prospective parents and pupils into the Lower School and Removes, from enquiry to admission.

- Be proactive in contacting prospective families to encourage decision-making and move efficiently from enquiry through to admission via effective and regular communication and the provision of information on an agreed timescale.
- Liaise with other Admissions Coordinators to ensure school visits are managed efficiently and all communications are in place. Conduct the admissions section of the visit when required.
- Work with the wider Admissions and Events team to deliver a programme of Open Days, Prep School events, Entrance Examinations and Scholarship Days.
- Follow up with all visitors to open events and individual tours.
- Be responsible for organisation and collation of all necessary details during the recruitment journey for potential pupils to Lower School and Removes.
- Work closely with Admissions team members to ensure that families interested in multiple year groups are offered a seamless experience.
- Have knowledge of the curriculum and co-curricular offer at Haileybury in order to effectively advise families on the educational choices and opportunities available.
- Monitor the shared inboxes over busy and holiday periods to cover team members.
- Undertake appropriate training to ensure that skills remain up-to-date and remain informed about all allocated areas of responsibility.
- Work according to the School's policies, procedures and regulatory requirements.



# Responsibilities

## Administration and data

- Process contractual documentation associated with the recruitment journey and acceptance of places to the Lower School and Removes.
- Maintain up to date and accurate admissions data. Ensure pupil records, status and stages of the admissions journey are recorded on iSAMS. Generate reports on key admissions statistics as requested by the Director of Admissions, to monitor performance and trends.
- Arrange testing schedules and locations and invigilate remotely and in-person, when required.
- Liaise with the Head of Learning Support to ensure correct support is in place for the entrance examinations where pupils have learning or medical needs.
- Systematically request Safeguarding information from joining pupils' previous settings.
- Liaise with the Admissions Assistant when processing overseas applications to ensure relevant documentation is acquired in accordance with specific UKVI regulation.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



# Person specification

## Knowledge, Skills and Experience

- Proven experience of an administrative role including organising and leading on multiple tasks/projects with tight timescales.
- Solid understanding of process management.
- Experience of working in a school or other educational environment.
- General understanding of educational practices.
- Excellent understanding of first-rate customer care practices with the ability to deliver a top class service.
- Exceptional organisational and administrative skills.
- Ability to prioritise, delegate and remain calm when under pressure.
- Outstanding interpersonal skills and the ability to interact well and build relationships with stakeholders at all levels.
- Ability to communicate effectively (both written and verbal) in a compelling manner
- High level of IT proficiency
- Be a highly credible ambassador for Haileybury
- Ability to work both collaboratively and independently as required, using own initiative
- Willing to adapt processes where improvements can be made.

## Personal Attributes

- Personal warmth, polite, committed; a genuine desire to offer an outstanding service
- Pro-active with a positive and enthusiastic attitude
- A reliable, excellent team player



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **12 noon on Friday 23 January 2026**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

Haileybury  
Hertford  
SG13 7NU  
+44 (0)1992 706200  
[haileybury.com](http://haileybury.com)