

STEDMUNDS.ORG.UK

HEAD OF ADMISSIONS



ST EDMUND'S
SCHOOL
CANTERBURY

SEPTEMBER 2026



THE SCHOOL

St Edmund's School Canterbury is a thriving 3-18 independent day and boarding school set within beautiful grounds overlooking the historic city of Canterbury. With a strong heritage and a clear vision for the future, the School combines academic ambition with a deep commitment to pastoral care, character development and global outlook. St Edmund's is at an exciting point of strategic evolution, strengthening its educational offer, investing in facilities and continuing to grow its national and international profile.

The School provides a seamless all-through education, enabling pupils to progress confidently from early years through to Sixth Form within one cohesive community. This continuity supports strong relationships, a deep understanding of each pupil's journey and a consistent commitment to high standards across all stages. Pupils benefit from a broad and balanced curriculum, enriched by co-curricular opportunities in sport, the creative arts, outdoor education and leadership, all designed to develop confident, well-rounded individuals prepared for life beyond school.

St Edmund's is characterised by its warm, inclusive and purposeful culture. Relationships between staff, pupils and families are strong and built on mutual respect, trust and shared ambition. The School places significant value on knowing each pupil as an individual, ensuring they feel supported, challenged and inspired to achieve their very best. This strong sense of community is frequently noted by visitors and underpins the School's reputation as a welcoming and supportive environment.

The School site offers a wide range of high-quality facilities, including extensive sports provision, performance and creative arts spaces, and dedicated learning environments that support both academic and co-curricular excellence. As both a day and boarding school, St Edmund's also has a vibrant international dimension, with pupils from a range of cultural backgrounds contributing to a diverse and globally minded community.

As a forward-thinking school with a clear growth strategy, St Edmund's is committed to attracting and retaining pupils who will thrive within its values-led environment. The admissions journey is therefore central to the School's continued success, as the beginning of a long-term relationship with families.

The Head of Admissions will play a pivotal role in representing the School's ethos, shaping its future pupil community and ensuring that every family experiences the warmth, professionalism and ambition that define St Edmund's.

OUR ETHOS

- Our pupils thrive in a supportive, nurturing environment with high-quality teaching and a holistic approach that fosters creativity, leadership, and original thinking.
- A broad curriculum and diverse co-curricular activities help pupils find their path and grow to their full potential.
- Small class sizes allow personalised learning, ensuring pupils receive the attention and challenge they need to excel.
- Every pupil is known and understood.
- Educating children from ages 3 to 18 fosters a strong family atmosphere and sense of community.
- St Edmund's nurtures original thinkers with the skills to become future leaders and decision-makers.
- Highly-qualified teachers provide inspirational instruction, vibrant debate, and individual attention in every classroom.
- Pupils develop learning skills through projects and research, promoting original ideas and multi-dimensional thinking.
- Pupils are encouraged to achieve the highest academic standards they are capable of throughout their time at St Edmund's.





THE ROLE

The successful candidate will demonstrate the following experience, skills and capabilities:

- To lead the school's pupil recruitment effort
- Build strong relationships with local prep schools, nurseries, community partners and feeder networks.
- Represent the School at recruitment events, exhibitions and overseas visits.
- Work closely with our international family of trusted educational agents, building long-term partnerships and ensuring consistent standards of representation.
- Oversee and quality-assure our international admissions pipeline.
- Interview prospective pupils with insight and warmth, assessing academic potential and alignment with our values.
- Provide outstanding support, guidance and advice to prospective families at every stage of their journey — from first enquiry to enrolment.
- Organise and elevate key recruitment events (Open Days, taster days, scholarship assessments and bespoke visits).
- Work closely with the Head, SLT and Marketing team to ensure alignment of strategy, messaging and growth targets.
- Lead the School's strategy for pupil retention, working closely with the Head and SLT to ensure the highest levels of pupil satisfaction and family engagement.
- Monitor, analyse and report pupil attrition, identifying trends, risk indicators and the underlying causes of withdrawals.

THE ROLE

- Oversee regular parent feedback mechanisms (e.g. surveys, focus groups, exit conversations) and transform findings into actionable insights and effective retention strategies.
- Manage admissions and retention data, forecasting and conversion metrics.

INTERNATIONAL ADMISSIONS & UKVI COMPLIANCE

The Head of Admissions will hold strategic responsibility for the School's international admissions processes and UKVI compliance.

As a licensed student sponsor, St Edmund's is required to maintain the highest standards of regulatory compliance. The successful candidate will ensure all processes are robust, accurate and fully aligned with UKVI requirements.

Key responsibilities include:

- Overseeing the Confirmation of Acceptance for Studies (CAS) issuance process
- Ensuring full compliance with sponsor licence duties and UKVI regulations
- Maintaining accurate, audit-ready documentation and records
- Liaising confidently with international families and a global network of educational agents
- Monitoring visa timelines, safeguarding considerations and regulatory developments

Experience of UKVI sponsorship compliance is highly desirable.



“

Particularly strong on pastoral care, with children telling us they feel safe and well cared for, while its relatively small size means that children can progress at their own pace.

”

The Good Schools Guide



“
The school caters for all
abilities and children are
stretched to achieve their best”

The Good School Guide

THE PERSON

We are seeking an exceptional individual who combines strategic leadership with a people-centred approach, and who will act as a confident and authentic ambassador for the School.

The successful candidate will bring the credibility, energy and interpersonal warmth required to build strong relationships with families and wider school community, alongside the commercial awareness and organisational strength to support the School's continued growth.

The successful candidate will demonstrate the following qualities:

- Warm, empathetic and people-centred
- Articulate and persuasive communicator
- Commercially aware and data-driven
- Energetic and outward-looking, with confidence in international travel
- Strategically minded and detail-oriented
- Calm under pressure and highly organised
- Deeply aligned with the values of an independent boarding school

APPLICATION PROCESS

St Edmund's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects their entire school community to share this commitment. Applicants will need to be prepared to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk

To apply, please complete the attached application form and submit it along with a cover letter explaining how you meet the requirements outlined in the person specification.

The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

Application deadline: Monday 20th April 2026

Sarah Hudson, Head of Human Resources
St Edmund's School, St Thomas Hill, Canterbury, CT2 8HU
Tel: (01227) 475600 Fax: (01227) 471083
Email: slh@stedmunds.org.uk
Website: www.stedmunds.org.uk

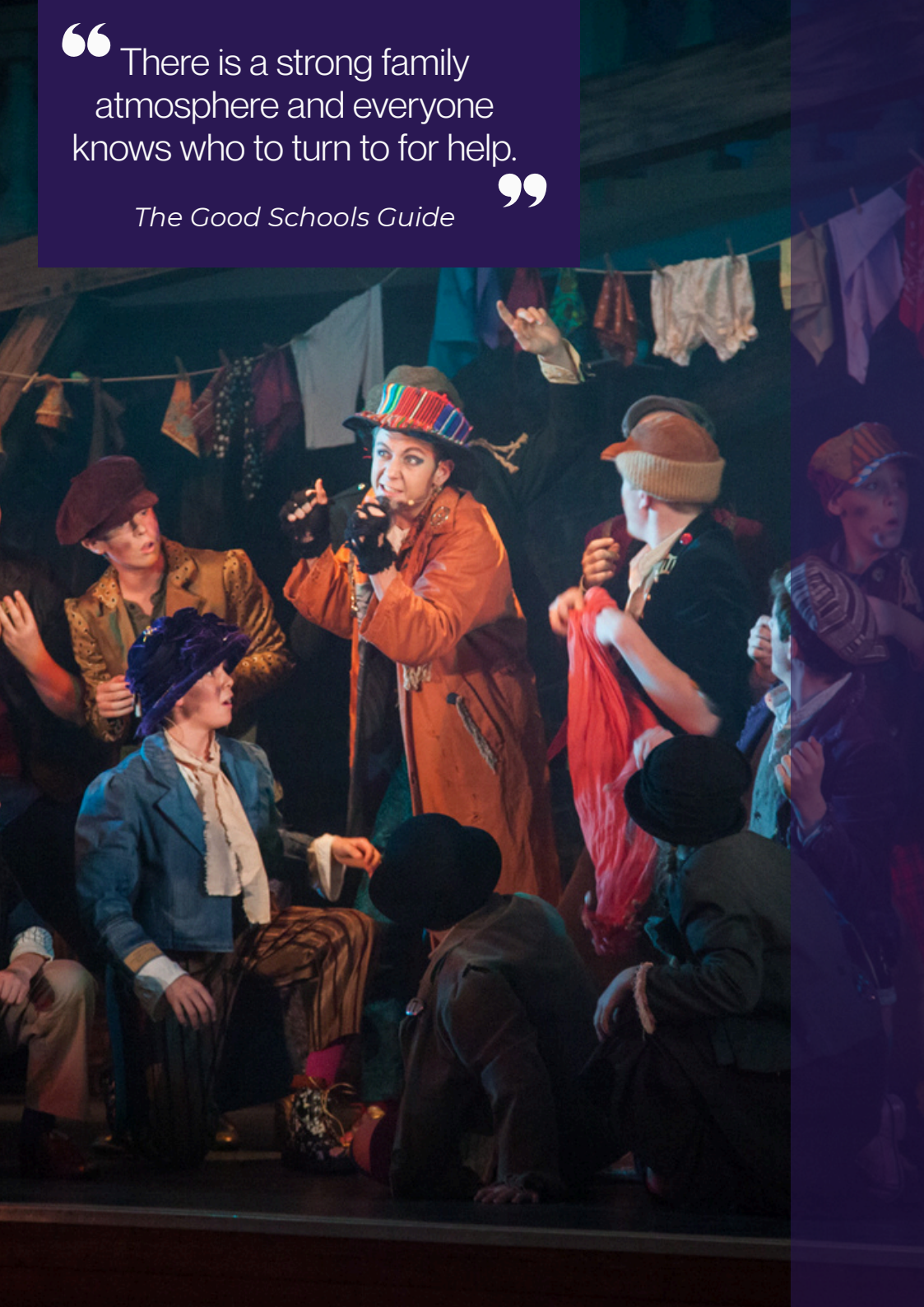
“ Our child has truly flourished in Year 5. He loves the variety of opportunities on offer, has made fantastic friends, and is thriving in such a nurturing and encouraging environment. ”

Year 5 Parent



“ There is a strong family atmosphere and everyone knows who to turn to for help.

The Good Schools Guide ”



CONDITIONS OF SERVICE

SALARY

Salary will be dependent on experience and skills, within the St Edmund's Business Services salary range of £45,935 – £51,749.

In addition to the salary, the role offers eligibility for a performance-related bonus.

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

