

# Hills Road Sixth Form College

Appointment of: Head of Admissions

Location: Cambridge



Shape  
the  
future



Hills Road  
Sixth Form College  
Cambridge

## Welcome from the Principal and CEO Designate



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that the information in this booklet will help you to decide whether this role and our college might be the right next step for you. I sincerely hope it is!

As I prepare to take up the role of Principal in September, this marks an important moment in the College's continuing journey. Hills Road enjoys a strong national reputation and has led Sixth Form College performance tables for many years. But we are not complacent. In an ever-changing world, excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. It is an intellectually rigorous environment grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential – sometimes in ways they may never previously have been able to imagine.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that it continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We recognise that staff wellbeing is fundamental to student success and we pride ourselves on being consultative. In response to colleague feedback, we have introduced a two-week October half term and redesigned professional development. Staff consistently speak of the strength of our community. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another. Hills Road is ambitious, yet humane; high-performing, yet deeply caring.

I hope I have been able to give you a flavour of Hills Road. If you would welcome an informal conversation about the role or about the College more broadly, we would be delighted to hear from you.

Finally, thank you for considering our college and for the commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

With very best wishes,  
Ali Kirkman  
(Principal Designate)

## Head of Admissions

Permanent, Full-Time, with some hybrid working possible  
37 hours per week to be worked across five days

Salary £48,665 p.a.  
(Support Staff Pay Spine Point 30)

We are looking for a highly organised, enthusiastic and purpose-driven individual who wants to offer a great service experience for our Year 11 applicants and their families. This person will lead on the strategy and operations for all elements of student admissions at our highly regarded and over-subscribed Sixth Form College.

This is an outstanding opportunity to be at the heart of shaping the strategic direction of admissions at the College. With a rising demography and rising annual levels of over-subscription, the appointed candidate will be joining the College at an exciting time as we navigate ahead successfully to meet and serve the aspirations of the young people of Cambridgeshire through our admissions policy. The appointed person will manage the annual admissions cycle, which includes overseeing the application process, delivering key events such as online student guidance meetings, supporting the College's Open Events and Year 11 taster days, and supervising the successful enrolment of approximately 1,500 students to the College each August.

You will be an experienced professional, ideally with experience working in the admissions department at a school, College or other education environment. You will have excellent people and communication skills including a commitment to high level customer service which you might have experienced in a variety of settings. You should be comfortable presenting to large audiences at times and to liaising with a variety of stakeholders.

Hybrid working is possible, by negotiation and in line with the needs of the admissions cycle and wider team.

We offer great teamwork and a varied workload; an attractive salary; 24 days' annual leave rising to 27 after 5 years' service, plus bank holidays; free use of our on-site sports centre, including a newly refurbished gymnasium; talking therapy and wellbeing activities; automatic enrolment in our local government pension scheme; free on-site parking; and ongoing professional development.

**Closing date:** Tuesday 14<sup>th</sup> April 2026 at 9.00 am

**Interviews:** Tuesday 21<sup>st</sup> April

Details and an application form for the above post may be obtained from our website [www.hillsroad.ac.uk](http://www.hillsroad.ac.uk)

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.

## The Post

The Head of Admissions is a critical role at the College. Responsible for the annual recruitment of approximately 1500 new students each August, you will engage with multiple stakeholders including prospective students, parents and schools.

The annual admissions cycle includes multiple events which you will oversee and create with as many opportunities as possible for prospective students to engage with the College pre and post application.

After the application deadline in January each year, you will manage the communication with students until they enrol in August. This period is a crucial time for applicants as they require regular engagement to keep them focused and excited to join the College in September.

This is a collaborative role where you will work closely with the Cambridgeshire Area Partnership schools to provide application guidance and support. Activity also includes coordinating a programme of post-16 evenings at our partner schools in the autumn term and attending regular transition group meetings.

The College's working day is between 8.30am to 5pm, but the role will require a degree of flexibility and any overtime worked at critical points in the year can be taken as TOIL at other times.

Support staff have 24 days' holiday a year, excluding bank holidays, rising to 27 after five years' service.

### Relationships with Other Posts

The post-holder will be a key member of the College's **Marketing & Admissions Team**, the other main members being as follows:

- **Deputy Principal** (the member of the College's senior team with responsibility for Admissions)
- **Director of Marketing & Student Recruitment** – who will act as the line manager to the Head of Admissions
- **Admissions Coordinator** – who will report directly to this role
- **Information Systems Developer** (with responsibility for Admissions Modelling)
- **Marketing Officer**
- **Digital Content Executive**

# Job Description

## Head of Admissions

**Purpose:** To lead the strategic and operational delivery of the College's annual admissions cycle.

**Reports to:** Director of Marketing and Student Recruitment

### Main Accountabilities:

#### Strategy and Policy

Oversee the delivery of the College's admissions strategy in alignment with the College's strategic plan and any updates to admissions policy. Ensure a customer-focused approach is embedded throughout all processes, delivering a high-quality experience for all stakeholders.

#### Annual Admissions Cycle

- Lead the planning, organisation, and delivery of the College's annual admissions cycle, including applications, guidance meetings, transition events, enrolment, and post-16 evenings. This includes recruiting, briefing, and managing staff to support both online and on-site activities.
- Oversee the development, testing, and management of the College's application systems in partnership with the Information Systems (IS) team, ensuring accurate collection and management of applicant data.
- Manage the creation and distribution of communications to applicants from initial application through to enrolment, maintaining effective use of the College's communication platforms.
- Provide regular updates to your line manager and CST, and deliver timely admissions reports in collaboration with the IS team.
- Submit 'September Guarantee' data on offers, including re-starters, to CAP schools and the County Council.
- Work closely with Marketing colleagues to coordinate Year 10 Open Events, ensuring alignment across all College events.
- Commission and oversee all admissions-related marketing materials in collaboration with the Marketing team, ensuring consistent brand presentation.
- Recruit, coordinate, and manage student ambassadors to support admissions events.

#### Liaison with Partner Schools and Outreach

- Develop and maintain strong relationships with Cambridgeshire Area Partnership (CAP) schools to increase engagement with Year 9 and Year

10 students and support the smooth transition of Year 11 students to the College.

- Take strategic responsibility for the College's outreach programme, increasing engagement with partner school students and overseeing its effective delivery by the Admissions team.

#### Line Management

- Line manage the Admissions Officer, providing direction and support for student, parent, and school enquiries.
- Oversee the professional development of the Admissions Officer.

#### General

- Promote equality of opportunity in accordance with the College's Equality and Diversity Statement.
- Comply with all College policies and procedures, including those for which all staff have individual and collective responsibility:
  - Equality and diversity
  - Safeguarding the welfare of young people
  - Health and safety

This is a full-time role where the post-holder is required to be in College outside term-time on admissions-related work, notably for Enrolment in late August.

## Person Specification for Head of Admissions

	Essential	Desirable
<b>Qualifications, training and experience</b>	<p>Qualified to degree level</p> <p>Admissions experience within an education setting</p> <p>Experience of working independently</p> <p>Customer service experience within a busy environment</p> <p>Office 365, Microsoft Teams</p> <p>Experience of updating databases.</p>	<p>Managerial experience</p> <p>Event management</p> <p>Experience of using digital platforms, such as a website CMS and email systems for mass communication.</p>

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Excellent customer service skills</li> <li>• Excellent organisational skills</li> <li>• A clear and precise communicator with excellent attention to detail</li> <li>• Ability to work independently, manage own workload, prioritise and to use initiative</li> <li>• Collaboration skills to work effectively with supporting College departments</li> <li>• Ability to work effectively under pressure and to tight deadlines</li> <li>• Demonstrate an agile approach to managing the workload</li> <li>• Ability to exercise patience, tolerance, sensitivity and discretion</li> <li>• A flexible approach to working hours to meet the demands of the service, especially during busy periods.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills, ability to prioritise and commitment to meeting deadlines</li> <li>• Commitment to collaborative teamwork.</li> </ul>
<b>Disposition and Approach</b>	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills demonstrating a professional and assured disposition and with the ability to establish a good working rapport with students, parents and colleagues</li> <li>• Empathy and approachability; sensitive and responsive</li> <li>• A mature and non-judgemental outlook</li> <li>• Enthusiasm</li> <li>• High degree of personal responsibility</li> <li>• Excellent team player.</li> </ul>
<b>Focus on Quality</b>	<ul style="list-style-type: none"> <li>• Commitment to high standards of work and accuracy, with strong attention to detail</li> <li>• Commitment to the aim of the College to achieve Quality and Value for Money in all aspects of its work</li> <li>• Commitment to continuous improvement and willingness to attend appropriate training and development events.</li> </ul>

## How to Apply

Applicants are asked to do the following:

- complete the online [Hills Road Sixth Form College application form \(Part 1\)](#)
- complete the online [equality and diversity monitoring form \(Part 2\)](#)
- write a supporting statement of application (no more than 1,000 words)
- supply a brief CV

The online application forms ([Part 1](#) and [Part 2](#)) are available at the links above, and on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted **by 9am on Tuesday 14<sup>th</sup> 2026**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by the end of Friday 17<sup>th</sup> April, unfortunately your application has not been successful.

**Interviews will be held on Tuesday 21<sup>st</sup> April 2026.**

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: [www.accessable.co.uk](http://www.accessable.co.uk).

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College, please go to our website <http://www.hillsroad.ac.uk>

Human Resources



**Shaping the future through opportunity, quality and achievement**



**Supported by a caring and learning community.**

