MILTON ABBEY SCHOOL

Information for applicants

Admissions Officer

(Visits, Events and Pupil Registry)

Closing date: Monday 16th November 2026 at 12:00 noon



About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."
| **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."
| **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."
| **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."
| **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and four Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School with the Deputy Head (Development and Admissions) leading on the promotion of the school to prospective pupils and their families. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE: Admissions Officer – Visits, Events and Pupil Registry

RESPONSIBLE TO: Deputy Head Development and Admissions

JOB PURPOSE: To support the Deputy Head Development and Admissions in attracting and admitting those pupils most likely to benefit from a Milton Abbey education, and all other admissions matters.

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

- To ensure that all admissions enquiries are handled professionally, courteously, efficiently and effectively, from initial call to handover to HSM, in line with the aims and ethos of the school
- To share responsibility for the maintenance of comprehensive, detailed and accurate Admissions information database
- To oversee the scholarship process where relevant for prospective students, including contacting Milton Abbe staff and other schools/individuals for evidence, and providing scholarship letters
- To help manage the parent portal on ISAMS for parents to ensure the onboarding process is smooth and ongoing use supports a positive parent experience
- To maintain detailed and current understanding of MA pupil recruitment and retention numbers, trends and patterns, briefing Head, Deputy Head Development and Admissions and Director of Finance and Operations as required
- To monitor and respond to all enquiries and contacts related to Admissions, including:
    - Monitoring Admissions Phone, directing enquiries to appropriate team members
    - Monitoring relevant email accounts and action inbox, and have shared oversight of Admissions@
- To handle initial enquiries from prospective parents
- To maintain and promote good communications with entrants from enquiry to arrival
- To administer and maintain detailed and accurate Admissions information via database
- To share responsibility for statutory and regulatory Admissions requirements
- To plan and host/arrange hosting of prospective parent and pupil visits
- To plan and implement the Admissions calendar
- To administer and coordinate our work with presenting schools

Parent Visits:

- To lead on and be responsible for all prospective parent visits and visits by agents or other community representatives to the school
- To ensure the Deputy Head Development and Admissions, Head and SENDCO have all relevant information and paperwork to make accurate and appropriate admissions decisions
- To ensure any reasonable adjustments for interviews or assessments are put in place, in consultation with Learning Development Department
- To devise a bespoke visit for each applicant, focusing on areas of interest and need
- To organise and brief pupil guides, liaising with Head of Sixth Form
- To Follow up visits appropriately and efficiently with parents/agents
- To ensure regular contact with registered, confirmed and enquiry families, liaising with Marketing Officer to support communications for mailings/social media and events
- To liaise with colleagues, including the Head, Deputy Head Development and Admissions, SENDCO, Director of Finance and Operations, Head's PA, Senior Deputy Head, Deputies and HSM as appropriate with regard to prospective pupils, pre and post visits
- To ensure the school is prepared for tours liaising with Housekeeping and Premises Manager, Estates Manager, reception team and other departments as required.

Pupil Roll and Registration:

- To administer the School Roll, adding and removing pupils (including statutory contact with local authorities and other relevant agencies)
- To lead the administrative process of centralising retention efforts with Head of Sixth Form, Head and HSM team, assisting with parent communication were appropriate
- To ensure, in communication with Designated Safeguarding Lead, that safeguarding files/'nil' returns are received with joining pupils and sent with leaving pupils

Information Collection and Provision
(in support of the work of Deputy Head Development and Admissions)

- To share oversight of the admissions database system, running off reports as required and ensuring that all leads and contact information are stored accurately
- To prepare topic papers for the Deputy Head Development and Admission, e.g. overseas student recruitment, day pupil numbers
- To provide the Director of Finance and Operations and Head with pupil numbers update weekly or as required
- To be responsible for information relating to the retention of pupils in liaison with HSM team and the Head
- To maintain the departmental Admissions Handbook, detailing processes, and policies

Inter-school Relations

To administer and coordinate our work with presenting schools (building and nurturing relationships with prep, primary and senior schools in the maintained and independent sector)

- To plan and arrange visits to schools for senior staff including the Head, Head of Lower School and Deputy Head Development and Admissions
- To support the Deputy Head Development and Admissions in developing and overseeing a contact group of prep and primary schools
- To arrange school heads' visits to Milton Abbey along with Head's PA
- To identify, coordinate and host prep/primary school events – e.g. music, sport, drama, academic, the arts – with relevant HOD (working on event planning with Events department

Assessment, Scholarship and bursary Administration

- To oversee admissions and placement testing including CAT4 and EAL assessments, liaising with EAL/LD/Deputy Head (Academic), communicating results as necessary
- To Liaise with the Director of Finance and Operations regarding Scholarship/bursary/CEA (forces continuity education allowance) and NHS discount applicants
- To administer the Scholarship programme, liaising with the HODs and Head regarding awarding of Scholarships
    - Timetabling scholarship days/assessments/interviews/auditions in communication with HODs
    - Preparing and distributing scholarship literature to prospective parents
    - Communicating with schools regarding candidates
    - Liaising with staff to arrange for the production of internal entry scholarship papers

Analysis and Strategy

- To use data to provide strategic updates/identify patterns and trends in recruitment.
- To support the Deputy Head Development and Admissions in identifying and developing new opportunities, strategies and methods for marketing the School nationally and internationally
- To help to plan the Admissions calendar (e.g. Open Days, Introductory, Taster and events)

Routine Admissions Administration
(tasks vary day to day and are split in the department)

- To schedule zoom and on-site visits, communicating weekly list internally
- To input telephone /website/email prospectus enquiries into our Admissions Database) and follow up with a letter and prospectus
- To produce Admissions mailings (call to action emails, confirmation of attendance for open days etc, new pupil information mailings, prep head/Agent marketing run etc) as and when required
- To provide Events Team with mailing lists from database for events, e.g. Open Day invitations
- To create and maintain individual pupil records for all prospective pupils and all new joiners on RS via inbox, calls, agent requests
- To request and process Admissions documents, including school references and learning support questionnaires
- To administer required EAL/CAT4 testing for applicants, recording, and distributing results
- To liaise with Accounts for all parent payments (reg fee/deposit)
- To update attendance/post attendance for Open Days/Taster Days and follow up as required
- To maintain paper and electronic files for current and prospective pupils
- To collate new pupil information which is centralised and distributed as required (GCSE results, new pupil forms)
- To ensure detailed and accurate entry of all new pupil information on ISAMS
- To coordinate and distribute joiner information/parent booklet in consultation with Senior Deputy
- To assist the events team with commercial lets and other events, particularly outside school term time.
- Produce offer letters and other official communications, signed by the Head, as well as ensure all accompanying documentation is administered in appropriate timeframes.
- Assist with form and house allocation and prepare pupil induction materials and communicate with teaching staff

Events Coordination

- Draft and oversee communications for all key recruitment and admissions events.
- Lead on the organisation of recruitment and admissions events (i.e., assessment days, open days, taster days, induction days, welcome evenings, enrichment days, exhibitions, etc.) ensuring prospective parents and their children receive appropriate information and have a positive experience.
- Contribute towards the positive promotion and marketing of the school in the local and wider community.
- Play a key role in the Admissions Department, to ensure the aims and objectives of the department are met.

Skills, Experience and Personal attributes required:

- Team working skills, discretion, and clear understanding of confidentially are essential.
- The post holder will be expected to maintain a polite manner and smart appearance when communicating virtually.
- Good communication skills with all groups of staff, managers across the School and with all external organisation is essential.
- Excellent IT skills across a number of relevant platforms, including word, excel, zoom, teams, outlook and PowerPoint.
- Ensure adherence to all School Policies and Procedures as an employee.
- Attend relevant training courses internally or externally, as requested, to update skills and for the benefit of both parties.
- Take responsibility, where appropriate, for promoting and safeguarding the welfare of the children and young people in School, where applicable.

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

General This role is a permanent position

Hours 40 core hours per week though you will be expected to invest sufficient time to meet the demands of the role. Monday to Friday generally 08:30 – 17:00 (including 30 minutes unpaid lunch break). Flexibility will be required to accommodate admissions events, some of which will be on Saturdays..

Salary: A competitive salary is offered to the successful candidate depending on experience and qualification.

Holidays: 25 days holidays annually plus bank holidays that fall outside of term-time.(pro rata)

Probation: The position is subject to a 16-week probationary period.

Pension: A contributory pension scheme will be available including life assurance.

Other benefits Meals on duty (e.g. full three course meal at lunchtime) (non-contractual benefit), free on-site parking, Employee Assistance Programme, use of facilities such as the gym and swimming pool at specified times.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Check (DBS)

As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

References: In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, Mr James Watson and send the letter, application form and any supporting paperwork to;

By post

Chantilly Arbenz
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e. current photocard driving licence, passport).
- Proof of address documentation, (i.e. a utility bill or financial statement issued within the last three months showing current name and address).
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation (e.g. marriage certificate, to confirm change of name).
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.