

Hills Road Sixth Form College

Appointment of: Admissions and Outreach
Coordinator

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)

Admissions and Outreach Coordinator

Permanent, Full-Time

37 hours per week to be worked across five days.

Salary from £26,343 to £26,818 per annum

(Support Staff Pay Spine Point 8 to Point 9)

Do you like working with a wide range of people, have excellent interpersonal skills, are extremely well organised and love the idea of a varied role where you can directly impact student experience? If your answer is yes, then this could be the ideal position for you. We are looking for a full-time Admissions and Outreach Coordinator to join our Admissions team.

Hills Road Sixth Form College is a vibrant A level learning environment for over 2,900 students aged 16 to 19 years. The Admissions team look after applicants, their families and schools from Year 10 when we start delivering outreach activities, through the admissions process, to enrolment at the end of Year 11. It is our mission that every student we have contact with has a positive experience, regardless of whether they become a Hills Road student.

Ideally with admissions and/or outreach experience, you must enjoy working with people and want to make a positive contribution to our work. Admissions is a busy and exciting environment for which strong teamwork and a solution-based outlook are essential.

In any given week, you could be helping to organise a college transition day, contacting schools to offer outreach workshops, answering parent enquiries, liaising with the support team about a particular applicant, or working through student data to support the next stage in the applicant journey. The role is extremely varied, and there is a genuine opportunity to contribute your experience and ideas.

We have established the foundations of a growing Outreach and Widening Participation Programme, which we are keen to develop further. Experience in this area, or in a related role such as careers, enrichment, or student engagement, would be beneficial but is not essential. More important is a genuine interest in extending opportunities for young people, an understanding of the potential barriers they may face, and enthusiasm for helping to shape and grow this area of the College's work.

In return, we offer great team-work and a varied workload, an attractive salary, 24 days annual leave rising to 27 days after 5 years' service, plus bank holidays, generous pension scheme, free use of our on-site sports centre, including a newly refurbished gymnasium, wellbeing activities, discounts on all our Adult Education courses, free onsite parking, cycle to work scheme and ongoing professional development.

The successful applicant will need a full UK driving license, as travel to schools across the region is part of the role, for which mileage expenses are paid. Preferably, you will also have access to your own vehicle.

This role reports to the Head of Admissions. Hybrid working is possible, with a minimum of three-days per week required onsite.

Closing date: Monday 6th July at 9.00am

Interviews: Tuesday 14th July 2026 – please note that interviewed candidates may be required for a full day on site.

Details and an application form for the above post may be obtained from our website 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.

Job Description

Admissions and Outreach Coordinator

Purpose: To support the delivery of the College's admissions process, outreach activities, and widening participation initiatives, ensuring a high-quality experience for all stakeholders.

Reports to: Head of Admissions

Main Accountabilities:

- Ensure a customer-focused approach is embedded throughout all processes, delivering a high-quality experience for all stakeholders.
- Support the Head of Admissions with the activities across the annual admissions cycle, including applications, data management, guidance meetings, offers, transition activities, and enrolment.
- Act as the first point of contact for admissions enquiries whether they are face-to-face, via telephone or email. Includes managing the admissions email inboxes and departmental diary.
- Develop positive working relationships with key staff across the College, in particular Heads of Department, Estates, Curriculum and Information Services.
- Work with Marketing colleagues to manage the creation and distribution of communications to applicants throughout the admissions cycle.
- Coordinate the College's annual programme of outreach and widening participation activities in liaison with the Head of Admissions. Dependent on experience, lead on the ongoing development and delivery of the programme.
- Liaison with the Performing Arts team to organise outreach workshops and support the development of similar activities with other curriculum areas over time.
- Organise the College's post-16 information evenings (September and October), including organising the staff and student rotas, managing communications, preparing supporting materials, and attending a small number of events to provide admissions advice, alongside other colleagues.
- Support the development and delivery of the Student Ambassador Programme to assist with admissions events and outreach activities.
- Organise and run small-group tours throughout the autumn and winter term, in conjunction with the Student Ambassadors.
- Coordinate communication with Heads of Department at key times in the admissions cycle, including summer work, and promotional content to support major events.
- Maintain and update admissions information on the College's public facing website and internal SharePoint pages, to ensure content is accurate and aligned with the annual cycle.

- Assist with the preparation and delivery of the College's events in June and July, including the Open Events, and transition days for offer holders.
- Support the planning and delivery of enrolment for new Year 12 students in late August and early September.

Accountabilities that relate to all staff at the college

- demonstrate behaviour and values consistent with the person specification for this role
- promote equality of opportunity in accordance with the college's Equality and Diversity Statement
- maintain high standards of attendance and punctuality
- To comply with all college policies and procedures. This includes those where each member of staff has an individual duty to act and for which the college can be held vicariously responsible for the actions of its employees:
 - equality and diversity
 - safeguarding the welfare of young people
 - health and safety

Person Specification for Admissions and Outreach Coordinator

	Essential	Desirable
Qualifications, training and experience	<ul style="list-style-type: none"> Level three qualification, e.g. three A levels at grade C or above or BTEC merit Customer service experience Office 365, Microsoft Teams, Outlook Full UK Driving License 	<ul style="list-style-type: none"> Qualified to degree level Experience of working in an education environment Experience in using databases and email marketing systems

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas.

Skills and ability	<ul style="list-style-type: none"> A commitment to the highest levels of customer service for all stakeholders. Excellent written and spoken communication skills. Confidence with Microsoft Excel and an understanding of the importance of data accuracy for systems and processes. Willingness and ability to quality check own work. Excellent interpersonal skills and a demonstrated respect for colleagues at all levels of the College. Ability to think innovatively about how programmes and processes delivered by the Admissions team could evolve to meet the needs of the College and the community it serves.
Organisation	<ul style="list-style-type: none"> Ability to work independently, manage own workload, prioritise and to use initiative. Willingness to work with established workflows and processes, and confident to suggest and implement improvements. Understanding the importance of agreed deadlines and shared workload, and the ability to communicate openly about progress.
Disposition and approach	<ul style="list-style-type: none"> Commitment to a collaborative approach to working with colleagues. A calm, focused approach to workload, even under pressure. The willingness to communicate issues or challenges openly and honestly. The ability to bring a solutions-based outlook to problems and challenges. The understanding that confidential and sensitive matters must be dealt with empathetically and discreetly. A highly developed sense of personal responsibility and a willingness to reflect and re-assess when necessary.
Focus on quality	<ul style="list-style-type: none"> Commitment to continuous improvement and willingness to attend appropriate training and development events. Commitment to the aims and values of the College Strategic Plan.

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 (Parts 1 and 2) are available 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 6th July 2026.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by 8th July 2026, then unfortunately your application has not been successful.

Interviews will be held on Tuesday 14th July 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.

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>



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

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