Mill Hill
EDUCATION GROUP

Bligh House
Admissions Manager

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

To lead and coordinate admissions for MHEG's Bligh House provision, helping pupils and families find an appropriate specialist placement and supporting sustainable growth. The postholder will build productive relationships with local authorities and referring professionals, manage the journey from initial enquiry to admission, and provide a clear, compassionate point of contact for families.

Bligh House supports pupils experiencing Emotionally Based School Non-Attendance (EBSNA), including pupils with autism and associated needs. Its approach combines personalised education, therapeutic support and close partnership with families. As part of a charitable education group, it seeks to widen access to education and improve outcomes for children who have struggled to attend school.

Closing date for applications: 9:00am on Tuesday 1 December 2026.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

UP TO £50,000 PER ANNUM, DEPENDING ON EXPERIENCE

Contract

FULL TIME

Start date

JANUARY 2027

Location

BASED MAINLY AT ABBOT'S HILL SCHOOL, WITH REGULAR VISITS TO THE SEND PROVISIONS AT COBHAM HALL AND FUTURE BLIGH HOUSE LOCATIONS.

Reporting Manager

DIRECTOR OF PREP SCHOOLS, WHO LEADS THE BLIGH HOUSE PROJECT, AND MILL HILL EDUCATION GROUP DIRECTOR OF ADMISSIONS

The position is subject to a 6 months probationary period.

BLIGH HOUSE

Bligh House provides specialist education for children and young people whose anxiety makes it difficult to attend school or engage with learning. We support pupils experiencing Emotionally Based School Non-Attendance (EBSNA), as well as those at risk of becoming unable to attend.

Through small classes, consistent relationships and personalised support, we help pupils feel safe enough to rebuild confidence and reconnect with education. We recognise the learning they have missed, while remaining ambitious for what they can achieve.

PART OF THE MILL HILL EDUCATION GROUP FAMILY

Each Bligh House is a dedicated specialist provision within an Mill Hill Education Group school. Our partnership with Chiltern Way Academy Trust combines specialist SEND expertise with the facilities and opportunities of an established school community.

Our first provision opened at Cobham Hall in Kent in May 2025. Bligh House at Abbot's Hill in Hertfordshire opens in January 2027 for pupils in Key Stages 2 and 3, with a pathway into Key Stage 4 from September 2027. As we develop further provisions within Mill Hill Education Group, our focus will remain the same: understanding each child and creating the conditions in which they can return to learning.

Bligh House offers the reassurance of a distinct specialist base within a wider school setting. Pupils learn within their own provision, with carefully planned opportunities to use the host school's facilities where appropriate.



A PARTNERSHIP OFFERING A THIRD WAY

Bligh House brings together a charitable independent school group and a specialist multi-academy trust to help address a national challenge: children whose needs prevent them from accessing education successfully.

Mill Hill Education Group provides the school setting, leadership and daily high-quality delivery. Chiltern Way Academy Trust contributes specialist SEND expertise, advice on admissions, curriculum and therapeutic practice, staff development and quality assurance. Shared expertise informs placement decisions and the support planned for pupils.

This partnership offers a third way, drawing on the strengths of both sectors to create specialist provision within established school communities. Both organisations operate on a not-for-profit basis. Money remains within the education system, supporting pupils and strengthening provision, particularly for children with SEND. We work in partnership with local authorities to provide high-quality specialist education at a fee that offers value for money.

Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.











Job Description

WORKING RELATIONSHIPS AND ACCOUNTABILITY

Work closely with the Heads of Bligh House and host schools, school SENCOs, safeguarding teams, therapists, admissions and finance colleagues and our partners, Chiltern Way Academy Trust (CWAT).

- The Director of Prep Schools will guide Bligh House strategy and development
- The MHEG Director of Admissions will guide admissions practice, systems and reporting
- CWAT Admissions team will provide guidance and support in this highly specialised area as part of the MHEG/CWAT partnership.

The Admissions Manager coordinates the process and prepares recommendations. The relevant Head of Bligh House and school leadership retain responsibility for assessing whether needs can be met and approving placements through the agreed admissions process. Educational provision, Education, Health and Care Plan (EHCP) delivery and statutory pupil reviews remain the responsibility of the educational leadership teams.

ADMISSIONS STRATEGY AND SUSTAINABLE GROWTH

- Develop and deliver an admissions action plan across Bligh House sites and future sites, with agreed priorities, referral activity and pupil recruitment targets informed by capacity and suitability
- Monitor local demand, referral patterns and barriers to placement, advising the directors on opportunities and risks. Ensure each site's offer reflects its agreed pupil profile, resources and approved age range
- Support the opening and growth of new provision, including the planned January 2027 opening at Abbot's Hill, by establishing referral routes, admissions systems and a pipeline of suitable enquiries

KEY RESPONSIBILITIES

Local authority and professional partnerships

- Build and maintain relationships with local authority SEND, placement and commissioning teams, school SENCOs, mainstream and specialist schools, and relevant professionals
- Act as a central admissions contact for consultation enquiries, keeping partners informed about availability, the admissions profile and the referral process
- Arrange professional visits, SENCO events and presentations with school leaders and CWAT colleagues, explaining the educational and therapeutic offer accurately
- Work with the Director of Prep Schools and CWAT colleagues on commissioning opportunities and placement arrangements, including potential block placements

Referral assessment and consultation management

- Manage enquiries and referrals from initial contact through consultation, assessment, offer, funding confirmation and enrolment, allocating actions and tracking deadlines
- Obtain and organise EHCPs, professional reports, educational history, attendance information and relevant safeguarding or medical information through secure channels
- Review referral information against the agreed admissions profile, identify gaps and seek clarification. Refer questions about educational, therapeutic or safeguarding suitability to the appropriate specialists
- Decisions on placements are made collectively through collaboration between MHEG and CWAT professionals. Shared expertise of Heads of the Bligh House provisions and the CWAT Admissions Team, informs placement decisions and the support planned for pupils
- Coordinate case discussions, admissions panels, visits and assessments with the relevant Head, SENCO, therapists and other professionals; prepare concise case summaries and record decisions and reasons
- Coordinate timely, accurate consultation responses for approval by the responsible leaders

- Ensure decisions take account of individual needs, cohort compatibility, staffing, therapeutic resources and safe capacity. Do not make placement commitments before the required educational and financial approvals

Families and pupil voice

- Provide a consistent, sensitive point of contact for parents and carers, recognising that families may have experienced prolonged absence, anxiety and unsuccessful placements
- Explain the offer, assessment stages, funding route and likely next steps clearly, without promising a place or local authority funding before approval
- Arrange accessible visits, meetings, adapting communication to the needs of pupils and families and avoiding unnecessary pressure
- Gather the pupil's views and the family's priorities, with appropriate support, so these inform assessment and transition planning
- Keep families informed of progress and outstanding actions. Handle concerns respectfully and escalate complaints or safeguarding matters through school procedures

Funding agreements and placement administration

- Liaise with local authorities and MHEG finance colleagues to progress funding decisions and placement agreements, maintaining a clear record of approvals and outstanding matters
- Prepare accurate offer and placement documentation using approved templates; ensure fees, agreed provision, start dates and responsibilities are clearly recorded and authorised
- Confirm that required documentation and funding arrangements are in place before admission, escalating exceptions for leadership approval. Maintain an audit trail and support accurate billing handover

Transition and handover

- Coordinate personalised transition arrangements with the relevant Head and school team, parents, the referring school and local authority, including visits, taster days, induction and transport liaison where needed
- Ensure the receiving team has the information required to plan a safe start, including EHCP provision, communication needs, medical information and identified risks
- Provide a complete admissions handover and check with families and school colleagues that arrangements are understood. Track deferred starts, withdrawals and early placement concerns to improve the admissions process
- Support the administration of onward transitions or changes of placement as requested by educational leaders

Communications records and reporting

- Work with MHEG admissions and marketing colleagues to maintain accurate website information, brochures and referral materials. Represent the charitable purpose, specialist model and CWAT partnership clearly
- Maintain a secure admissions database and current capacity information for each site. Record enquiries, consultations, decisions, offers, funding, start dates and reasons for non-progression
- Provide concise regular reports to both directors on referral activity, response times, conversion, confirmed placements, forecast pupil numbers and barriers to admission
- Analyse referral quality and placement outcomes with school leaders to improve practice and inform growth plans. Keep forecasts distinct from confirmed admissions

Safeguarding and professional responsibilities

- Promote safeguarding and report concerns promptly to the relevant school's Designated Safeguarding Lead, including concerns arising during enquiries, visits and transition
- Follow school safeguarding, safer working, confidentiality and data protection procedures; share sensitive information only through authorised systems and with appropriate recipients
- Maintain professional knowledge of SEND admissions, EHCP processes and commissioning arrangements; participate in training and contribute to collaborative working across MHEG
- Undertake other reasonable duties consistent with the purpose and level of the role

Measures of success

An appropriate pipeline of referrals; timely consultation responses; admissions within agreed capacity and recruitment targets; accurate funding and placement records; well-coordinated transitions; positive feedback from families and partners; and reliable reporting that supports sustainable growth. Objectives will be agreed with both directors and reviewed regularly.

Personal Specification

We seek an organised, compassionate and credible admissions professional who combines specialist understanding with sound judgement and strong relationships.

ESSENTIAL REQUIREMENTS

- Relevant experience in school admissions, SEND casework, placement coordination or a closely related role in education or a local authority
- A secure understanding of SEND, including autism and EBSNA, and the barriers pupils and families may face when seeking a suitable placement
- Experience of working with EHCPs and professional reports, identifying information needed for assessment and coordinating input from specialist colleagues
- Understanding of local authority consultation, commissioning and placement processes, with the ability to manage deadlines and maintain accurate records
- Evidence of managing a complex enquiry or referral caseload, following cases through to agreed outcomes and escalating issues appropriately
- Ability to build constructive relationships with local authorities, school leaders, SENCOs and other professionals, and to represent the provision confidently
- Excellent written and verbal communication, including sensitive conversations with families and clear case summaries, correspondence and presentations
- Strong organisation and attention to detail, with the ability to prioritise competing demands and work independently across several sites
- Confidence using admissions or case management systems, spreadsheets and data to track progress, produce forecasts and report performance
- Understanding of safeguarding responsibilities and the secure handling of confidential pupil and family information
- Sound judgement about the limits of the role, seeking educational, therapeutic, financial or safeguarding advice when required
- A collaborative, resilient and reflective approach; empathy, integrity and a commitment to inclusion and MHEG's charitable educational purpose
- Ability to travel regularly between Abbot's Hill, Cobham Hall and Hertford Prep, and to attend relevant external meetings and events

DESIRABLE REQUIREMENTS

- Experience in a specialist SEND provision, independent school or education group, particularly with pupils affected by EBSNA
- An established network of local authority SEND and commissioning contacts
- Experience of developing referral pipelines or supporting the launch or expansion of a provision
- Experience of placement funding agreements, fee discussions and liaison with finance teams
- Experience of coordinating personalised pupil transitions and professional outreach events
- A relevant qualification in education, SEND, business administration or a related discipline, or equivalent professional development

SAFEGUARDING AND EQUAL OPPORTUNITIES

Mill Hill Education Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to satisfactory references and appropriate safer recruitment checks, including an enhanced DBS check and any applicable barred list check. MHEG welcomes applications from all sections of the community.

How To Apply

1. If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2. Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 1 December 2026.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

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