

Role

Admissions Manager



ST. JULIAN'S
SCHOOL FOUNDED IN 1932

An important opportunity
in your career...

Core purpose

We are seeking a dynamic individual who can bring a strategic, target-focused mindset to our enrolment procedures. The successful candidate will be instrumental in attracting and engaging prospective families with outstanding communication skills to articulate our unique value proposition, whilst leveraging technical proficiency to streamline administrative processes and analyse data for continuous improvement.

The Admissions Team comprises the Head of Admissions, Admissions Manager and the Admissions Officer. The Admissions Manager will be managed by the Head of Admissions. This team plays a vital strategic role in the school, with all members working closely alongside the Leadership Team.

Position type

Full-time

The closing date for applications is on
29 May 2025

St. Julian's School

Quinta Nova
2775-588 Carcavelos
Portugal
www.stjulians.com





ST. JULIAN'S
SCHOOL 1932

About St. Julian's School

Founded in 1932, St. Julian's is a highly successful British international school for children aged 3 to 18. It is a unique and special place in character, history and location. Known for academic excellence, there are 1,250 students from more than 60 nationalities across four school sections: Pre-Prep (ages 3 to 5), Prep (5 to 11), Secondary (11 to 18) and Bilingual (6 to 15).

The whole school is led by a team that consists of the Head, Bursar, Deputy Head (Teaching & Learning) & Secondary Principal, Deputy Head (Pastoral), Head of Pre-Prep, Head of Prep, Bilingual Principal, Director of PL and Director of Technology.

Complementing the academics, the school focuses on personal skills development through our 6Cs: compassion, curiosity, communication, courage, collaboration and citizenship.

For the third year running, St. Julian's has been recognised as one of the [top 15 private schools in Europe in the Schools Index](#) published by Carfax Education and as one of the [top 10](#) by Spear's.

At St. Julian's, we believe in a strong all-round education and expect our teachers to make an active contribution to the pastoral and extra-curricular life of the school.

Situated between Lisbon and Cascais, St. Julian's enjoys an idyllic location framed by beaches and pinewoods. The extensive campus boasts exceptional sports facilities and offers a diverse range of after-school clubs, from Nature Club, to ballet, chess and rugby.

The School is about to embark on a €40 million building project over five years that will see significant enhancements to the existing site.





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Job requirements

Strategically guide enrolment success from the initial enquiry and effectively manage the front office of the Admissions Department.

- Develop and implement communication plans for all interactions and engagement with prospective families through various channels, including phone calls, online platforms, in-person meetings, visits to school and open days.
- Manage and use data to improve results, track progress and determine admissions trends.
- Constantly review, optimise and streamline the admissions process and the experience prospective parents receive
- Work closely with the Marketing Team as well as with other departments to build and ensure consistent messaging that highlights our unique institutional strengths.

Person specification

Essentials Requirements

- Fluent in English and Portuguese (written and spoken).
- Proven success exceeding ambitious targets (e.g., admissions, sales, etc.).
- Excellent communication and presentation skills.
- Strong technical skills (CRM, databases, analysis, Microsoft Office or Google Suite).
- Proven skills in strategic thinking and problem-solving.
- Excellent organisation and time management skills.
- Proactive and results-oriented.
- Ability to prioritise and remain calm under pressure in a fast-paced environment.

Desirable

- Degree in Public Relations, Communication, Marketing, or related field.
- Experience in a school or educational setting.
- Cross-cultural communication experience.
- Passion for education and engaging with prospective families.





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What we offer

St. Julian's offers a supportive and stimulating work environment, along with a competitive salary and benefits package, including:

- One-year contract (renewable by mutual agreement).
- Comprehensive medical and life insurance.
- Lunch allowance.
- Professional development opportunities and access to high-quality training.

How to apply

Please address your application to the Head of HR, Paula Soares, and include your CV along with the contact details for two referees.

Send your application to head@stjulians.com.

The closing date for applications is 29 May 2025.

St. Julian's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and criminal record screening including overseas (where appropriate).

St. Julian's School is committed to a culture of diversity, equity and inclusion. Diversity is a core value at St. Julian's. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design and deliver solutions.

