



**inspired**

## HEAD OF ADMISSION

King's InterHigh Online / Inspired Education

**Start Date:** Open Until Filled

**Location:** Greater Washington, DC / NOVA Area

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Inspired Online Schools, part of the Inspired Education group, is a transformative group of online schools, including King's InterHigh, the leading British Curriculum Online School with over 6,000 students globally. King's InterHigh has been at the forefront of online education, providing a complete online via Inspired's state-of-the-art learning portal and offering an excellent education without borders.

As a part of the Inspired Education mission to bring excellence in education to more students in the United States, the organization is seeking a dynamic and experienced Head of Admissions to lead develop and lead the admissions team in the USA, support Inspired's educational partnerships, and propel the growth of the student body.

The role will suit a leader with an eye for detail, a commitment to delivering the very best for students and families, and a desire to ensure that the school can continue to grow efficiently and sustainably to deliver the organization's goals. The InterHigh USA office is located in Tyson's Corner, VA and team members spend two days in the office and otherwise work remotely.

The Head of Admissions is a senior leadership position at Inspired Online Schools and will be responsible for developing and executing a comprehensive admissions strategy to attract, enroll, and retain students from across the United States and internationally. This role requires a strong leader with exceptional interpersonal and data analytic skills, a proven track record of building and growing high-performing sales teams. Experience in an academic environment and even sales is highly desirable. Inspired Education, based on London, promotes a work environment that values flexibility, innovation, and the power of personal connections.

King's InterHigh offers primary and secondary education, catering to students from ages 7 – 18 who are looking for a high-quality learning delivered in a way that revolves around their lifestyle. Full launch is expected to take place in August 2025 for what is expected to become a vibrant and dynamic community that prepares students for success in college and beyond.



### About Inspired Education:

Inspired offers academic excellence to over 80,000 students in over 110 schools across 24 countries. Through its international group of leading, premium schools, students are exposed to the best educational practices from



**Carney  
Sandoe**  
& ASSOCIATES

every corner of the globe to ensure each student receives a first-class learning experience, from Kindergarten to Year 13.

Inspired schools remain anchored in the vibrant cultures of their respective locations, and collectively, they form an international community that nurtures each student's academic and personal development in a progressive, dynamic, and innovative learning environment. Specialist-led, extracurricular activities and exchange programs are woven into the fabric of Inspired's approach to school life, resulting in a well-rounded, diverse student population of engaged, active learners who confidently apply their wide-ranging skills within a global context.



Students benefit from a robust, holistic, international curriculum formed around Inspired's three pillars of modern education: academic excellence, sports, and performing & creative arts. With dedicated, highly qualified teachers who follow Inspired's methodology of a student-centered teaching model, Inspired schools achieve outstanding examination results and, importantly, nurture happy, multi-skilled individuals who have faith in their abilities.

Academic excellence is the central pillar of education at Inspired. Inspired schools teach students to actively partake in an on-going process of learning. Kindergarten, Primary, Secondary students across the Group reach their academic potential because they are engaged in their education, their self-confidence is strengthened through enquiry-based learning, and they are empowered to think critically as their minds are ignited by outstanding teaching. Inspired students consistently exceed expectations demonstrating the effectiveness of teaching methods, and year after year, they receive outstanding results surpassing global and national averages in the International Baccalaureate (IB) Diploma, A levels and (I)GCSEs.

[King's InterHigh](#) is launching in the US and led by Aileen Hawkins, an experienced independent school educator. Aileen's teaching and administrative career has spanned positions in teaching, middle school leadership, advancement, and academic technology at Brown University, Phillips Academy, Lake Forest Academy, La Jolla CDS, Sage Hill School, Potomac School, and Loudon CDS. She also served as President of Laurel Springs School (K-12 online school). Aileen graduated from Princeton University and holds a masters from Brown and a doctorate from George Washington.



#### **KEY RESPONSIBILITIES of the POSITION:**

- Develop and implement a strategic admissions plan to meet enrollment goals.
- Analyze market trends and data to identify opportunities for growth and improvement.
- Collaborate with the marketing and B2B partnerships teams to create effective outreach campaigns.
- Build, lead, and mentor a high-performing, collaborative admissions team.
- Set performance goals and KPIs and monitor team progress to ensure targets are met.
- Oversee entire admissions process from initial inquiry to enrollment.
- Ensure a seamless and positive experience for prospective students and their families.
- Utilize data analytics to optimize the admissions funnel and improve conversion rates.
- Support lead nurture procedures to develop a strong pipeline of future enrollments.
- Develop and maintain strong relationships with key stakeholders, including students, parents, and

educational partners.

- Represent Inspired Online Schools at events, webinars, and other outreach activities.
- Provide personalized support and guidance to prospective students and their families.

**THE IDEAL CANDIDATE WILL POSSESS MOST OR ALL OF THESE QUALIFICATIONS:**

- Bachelor's degree in Education, Business, Marketing, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in admissions, sales, or a related field, with at least 3 years in a leadership role.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Proven experience in building and growing high-performing teams.
- Proficiency in data analytics and the ability to use data to drive decision-making.
- Experience in an academic environment is highly desirable.
- Excellent communication, presentation, and organizational skills.
- Ability to work independently and as part of a remote team.
- Passion for education and a commitment to the mission of Inspired Online Schools.
- Ability to travel within the US and abroad.

The salary range for this role is \$120,000-\$140,000 USD per annum with a potential bonus opportunity for meeting enrollment goals. Inspired offers a comprehensive package that includes a variety of medical and dental plans, life insurance, 401(k) plan, and a robust suite of personal well-being benefits.



**TO APPLY**

Inspired has engaged Carney, Sandoe & Associates to assist with the recruitment of their first Head of Admissions for the US online school.

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing interest in this particular position.
- A comprehensive, current résumé of no more than four pages.

Finalists will need to forward a list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Ben Bolté, Senior Consultant, Practice Leader  
bbolte@carneysandoe.com  
617-750-0950 (m)

*Inspired Education Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

