



# INTELLEGO

EDUCATION

APPOINTMENT OF

Director of Admissions,  
Madrid

April 2025

Saxton Bampfylde

# EXECUTIVE SUMMARY

Intellego Education, led by distinguished educationalist, Dr Stephen Spurr, is building a high-quality family of premium schools in Europe. As part of this strategy, Intellego Education has formed a partnership with a top UK independent school.

The intent is to open schools in several European capital cities to complement Intellego's schools in other locations. The first school under this partnership will open in Madrid in September 2026. Accordingly, Intellego and its partner school are seeking an inspirational, founding Director of Admissions, to establish this key department and support the Head in the growth of the school. The Director of Admissions should be available to join by September 2025, although alternative start dates may be considered for the right candidate.

This is an exciting opportunity to be involved in the development of a brand-new K-12 school in the centre of Madrid. The campus is already in existence, and a nearby premium bilingual nursery and early years school, belonging to Intellego, will act as an initial feeder school. The school will cater for pupils aged 5/6 to 18, leading to IGCSEs and the IB Diploma. The Director of Admissions will be responsible for growing and maintaining excellent relationships with both Intellego's bilingual nursery, and other important feeder schools across all entry points.

This opportunity would suit a candidate with a strong track record of working within a competitive admissions environment – within Spain, a similar international school setting, or for another premium school. The Director of Admissions will be expected to have a strong working knowledge of admissions processes and platforms. Proficiency in Spanish will be advantageous, although language lessons will also be provided to the selected candidate as necessary, and on an ongoing basis.

The Director of Admissions will report directly to the Head of the Madrid school, with further support provided by both Dr Spurr, Intellego's Chairman and Chief Education Officer, and our UK partnership school. The successful candidate should be enthusiastic about working towards ambitious pupil targets as part of a dynamic start-up team. The Director of Admissions will be able to demonstrate the ability to develop and lead a team of staff, who are committed to the growth of a first-class school, which is both internationally outward-looking and rooted in an understanding of Spanish language, culture and heritage.

# INTELLEGO EDUCATION

Intellego Education is led by its Chairman, Dr Stephen Spurr, and Chief Executive Officer, Peter Burdon. Dr Spurr has spent all of his career in world leading education, including being Chief Education Officer with Inspired Schools, Head Master at Westminster School in London and Clifton College in Bristol, and Head of Classics and a House Master at Eton College. Peter Burdon has spent many years in education with major school groups like Nord Anglia Education and GEMS Education, as well as advising investors and operators on school improvement.

Intellego was launched in 2024 with a vision of curating a high-quality family of European schools through a combination of acquisitions and new developments, drawing upon the insight and experience that the organisation's leaders have developed during their careers. They are backed by HIG Realty, who bring a wealth of real estate development experience as well as the focus and funds to invest in socially beneficial companies.

Intellego aims to instil the highest educational standards and a broad holistic curriculum in all their schools, with a belief that all children can perform highly with the right opportunities to learn, teachers who inspire and motivate them, and parental support. Intellego already has schools in the United Kingdom and Italy with opportunities in train to extend their footprint in Spain, in addition to the Madrid School, as well as Portugal, Poland and Greece.

## Our School Partnership

Intellego has formed a partnership with an internationally recognised leading UK independent school. With an enviable track record of delivering outstanding schools, this UK independent school's innovative approach to education and collaborative approach to working in a group, ensures that each new addition is recognisably comparable to the UK school.

Each school, whether in the UK or overseas, is a happy place, with a warm, inclusive and respectful community. Pupils actively seek opportunities to demonstrate their commitment to social responsibility, alongside engagement with a rich extracurricular offering. The importance of kindness is evident in the way pupils interact with each other, their teachers and the wider school community.

Exam results across the group of schools are excellent, born out of an educational ethos that promotes academic ambition and a love of learning from Nursery pupils, right through to the Sixth Form leavers. This is one of the reasons why pupils are highly successful at achieving places in many of the world's top universities.

Both Intellego and our school partner share a common philosophy that each Director of Admissions should have the freedom and autonomy to lead their own department, whilst benefitting from the appropriate support and experience that this incredible partnership brings. Members of the school's staff body are also able to enjoy all the advantages that are associated with a highly successful school group, such as access to shared resources, opportunities to collaborate and external speakers. Pupils also benefit from group-wide activities and competitions.

Details of our school partnership will be announced during the course of this recruitment process.

# THE SCHOOL

## Primacy of the Classroom – The Heart of a Successful School

The school will engender an ethos amongst its pupils and staff where academic success stems from the development of a life-long love of learning and outstanding pastoral care, where individuality is celebrated, and where the importance of kindness is embedded within the school community.

The Spanish language, history and culture is also central to the curriculum, where pupils participate in a range of cultural events and activities to further their understanding of, and respect for, the rich heritage of the country in which they live.

### Junior School (Years 1 - 6)

In Key Stages 1 and 2, pupils follow the International Primary Curriculum (IPC), enhanced in line with our aspirational outlook, and modified to reflect the location and international mix of pupils attending the school. Pupils are taught by talented, enthusiastic class teachers, with a significant emphasis on English, mathematics and Spanish language development. Specialist teachers work with children across specific subject areas such as drama, music, dance, art and design, computing and technology, languages, physical education and swimming.

### Middle School (Years 7 to 9)

Pupils move into the Middle School in Year 7, where the curriculum is underpinned by the English National Curriculum and enhanced with the incorporation of many elements of our partner school, such as public speaking and entrepreneurship, while also continuing with the specialist subjects from the Junior School.

The curriculum is academically rigorous and designed specifically for pupils learning in an international community, whilst maintaining a strong local context. In Year 9 pupils also lay the foundations for successful transition to IGCSE, familiarising themselves with the specialist subject matter and terminology and making informed subject choices.

### Senior School (Years 10 to 13)

#### *iGCSE (Years 10-11)*

On moving into the Senior School in Year 10, pupils begin the iGCSE syllabuses for which they sit the examinations at the end of Year 11. After the examinations and before the end of that year, pupils begin the transition to the IB Diploma, to familiarise themselves with its structure and approach to teaching and learning, and to enable them to be fully informed when choosing their Higher and Standard Level subjects.

#### *The IB Diploma (Years 12-13)*

From the start of Year 12 all pupils enjoy the benefits of the *The Diploma Club and Study*. This special feature is a multifunctional space designed both for the quiet, independent study and relaxed social events appropriate for the school's senior pupils. It is also the base from which the IB Co-ordinator and Tutors provide academic assistance and university and careers guidance.

At the end of Year 13, pupils will sit their IB examinations and can expect to be well-supported on pathways to world-class universities in Spain, elsewhere in Europe, the UK, USA and beyond.

# The Co-Curriculum - Life Beyond the Classroom

## The Arts

Artistic endeavour encourages the pupils to be curious, courageous and original, and in doing so, enlivens and complements the academic life of the school. The school campus has performance and rehearsal spaces for art, music, dance and drama for pupils of all ages, in keeping with the educational philosophy that every pupil should be involved throughout their school career in the creative and performing arts.

## Sport

Our 'sport for all' ethos supports our top athletes in addition to allowing all pupils to experience, enjoy and succeed in a wide variety of team and individual sports. The school benefits from both the first-class facilities on the school campus and access to a wide array of further sports facilities nearby. Our schools operate competitive fixture programmes, giving pupils the opportunity to participate in matches both locally and further afield.

## Activities

Co-curricular activities on offer beyond timetabled lessons reflect the diverse skills, interest and enthusiasms of our community. From robotics, to creative writing, to academic societies, to Model United Nations, each individual pupil is able to try something different and develop new skills while also strengthening current talents and taking them to new heights.

## Social Responsibility

Social responsibility and community service are essential elements of our make-up. We believe everyone from an early age can play an active part in society, and we encourage all our pupils to become involved with community and global initiatives, helping and thinking of others and developing those qualities of kindness and respect fundamental to our ethos.

In this way also, by the time pupils reach Years 12 and 13 they are fully equipped to make the most of the opportunity offered by the community service element of the IB Diploma's CAS programme.

## Campus and Facilities

Opening in September 2026, the school community will be based in the heart of Madrid, with the Spanish Royal Family as the school's neighbours.

The 6,500m<sup>2</sup> purpose-built campus is currently undergoing a comprehensive refurbishment to create a modern, inspiring environment for learning and growth.

- Contemporary classrooms and specialist teaching spaces designed to support a rigorous, co-educational academic programme and reflect the exceptional quality of our academic staff
- Indoor-outdoor learning and play areas thoughtfully integrated across the campus to enrich both pupil and staff experiences
- A comprehensive suite of co-curricular facilities, including a performance hall, music rooms, and dedicated studios for drama and dance
- Well-resourced libraries, with bespoke educational resources and equipment for all age groups
- A Design and Technology Centre, incorporating modern product design and Maker Space equipment
- Extremely well-appointed urban campus sports areas including:
  - a running track
  - several multipurpose courts including tennis, basketball and football
  - an indoor gym
  - expansive outdoor, age-specific play zones
  - both natural and cultivated gardens, used as living classrooms
- Integrated partnerships with a range of other nearby sporting and cultural facilities are also being developed.

# LIVING IN MADRID

Celebrated for its history, art, cuisine and quality of life, it is no surprise that Madrid is such a popular city to live.



*Rich Cultural Heritage:* Madrid is steeped in history and culture, offering world-class museums like the Prado and Reina Sofia, as well as vibrant cultural events throughout the year.



*High Quality of Life:* Madrid consistently ranks among the top cities globally for quality of life, offering a great balance between work and leisure.



*Excellent Transport System:* The city boasts one of Europe's best public transport systems, making commuting easy and efficient.



*Pleasant Climate:* Madrid enjoys a mild climate with plenty of sunshine, making it ideal for outdoor activities year-round.



*Green Spaces:* Despite being a bustling city, Madrid is home to numerous parks and gardens, such as Parque del Retiro and Parque del Oeste, providing ample opportunities for relaxation.



*Gastronomic Choice:* Spanish cuisine is a highlight, including local specialties like callos a la madrileña and cocido madrileño, alongside a diverse range of international dining options.



*Vibrant Leisure and Nightlife:* Madrid offers an unparalleled leisure attractions for families and nightlife experience, ensuring there's always something to do.



*Exceptional Architecture:* Iconic landmarks like the Temple of Debod and Plaza Mayor, showcase the city's architectural diversity.



*Career Opportunities:* Madrid is a hub for business and innovation, hosting many multinational companies across various sectors.



*Multicultural Environment:* With a large expat community, Madrid provides a welcoming and diverse environment where people from all backgrounds can feel at home.

# THE ROLE

The Director of Admissions will be responsible for establishing the Admissions Department for our school in Madrid and supporting the Head to grow the school roll in line with target pupil numbers set by the Board. The successful candidate will manage all aspects of the admissions process, during pre-opening and opening phases and ongoing development, in order to attract and retain pupils whose profile aligns with the values and ethos of the school and our UK partner school.

## **Leadership responsibilities include:**

- Taking strategic ownership for the recruitment of all pupils for the Madrid school in order to meet pupil target numbers.
- Taking responsibility for the establishment of the Admissions Department, ensuring all aspects of its day-to-day operation run smoothly.
- Recruiting, developing and leading an Admissions staff team to support all aspects of the admissions process.
- Developing strong links with feeder schools, thereby ensuring a year-on-year flow of applicants at relevant entry points.
- Organising Open Days and other major events in the Admissions Calendar for prospective families and pupils.

## **Management responsibilities include:**

- Providing effective and efficient management of enquiries from prospective parents, replying to queries, advising on scholarships and responding to questions regarding all other admissions criteria.
- Organising individual visits for prospective families.
- Managing and effecting the registration and acceptance of prospective pupils, efficiently processing all applications to ensure records are current and correct and ensuring the timely payment of registrations, deposits, and other fees as appropriate.
- In association with the Academic Leadership Team, managing and implementing the assessment and interview process for prospective pupils at all entry points, including scholarships.
- Keeping prospective parents informed about the progress of their applications and about school events and news.
- Working alongside the Academic Leadership Team to ensure consistency in parent experience across entry points.
- Liaising with overseas prospective parents and agents as required, supporting them with visa applications and organising appropriate assessments for pupils.
- Organising programmes for Taster Days and other social events for prospective parents and pupils.
- Collaborating closely with the Marketing Lead to provide data needed to inform marketing campaigns.
- Working with the Marketing Lead to identify suitable external admissions events (e.g. school fairs), and attending these events further to promote the school, as required.



### **Operational Responsibilities include:**

- Maintaining the iSAMS database, ensuring it is up to date and accurate and producing reports as appropriate.
- Maintaining accurate datasheets at all times and ensuring that essential information is stored effectively and efficiently, and in keeping with data protection regulations.
- Updating all policies and promotional literature (electronic and in hard copy) connected with admissions.
- Working with the Marketing Lead to ensure that admissions information publicised on the school website and social media remains accurate.
- Keeping up to date with local regulatory requirements for admissions, and other key guidelines.
- Any other reasonable management request.

## **PERSON SPECIFICATION**

### **Skills**

- A strategic leader, enthusiastic about achieving targets and delivering exceptional customer service, with a strong understanding of the competitive nature of admissions.
- Professional and confident in person, on the phone and in written communication, in order to respond to queries in a warm, courteous manner.
- Excellent time management, thereby ensuring all communication with prospective families is delivered in a consistent, professional manner.
- Highly competent using a range of IT systems, including MIS and data analytics tools (previous experience using iSAMS would be advantageous).
- An efficient administrator, with the ability to keep all documents relating to admissions up-to-date and in line with best practice.
- A team player, with a clear appetite to work collaboratively.
- An engaging, out-going personality with high emotional intelligence.
- A genuine commitment to our values, ethos and educational philosophy.

### **Qualifications, Experience and Knowledge**

- Bachelor's degree.
- Experience of recruitment and admissions in an educational setting (desirable).
- Strong working knowledge of admissions processes and platforms.
- A passion for and track record of sales delivery.
- Experience of working within an educational setting – within Spain, a similar international school setting, or for another premium school.
- Experience of leading and developing a team.
- Proficient ICT capability and numeracy skills, preferably a knowledge of iSAMS.
- Proficient Spanish would be desirable, although language lessons will also be provided to the selected candidate as necessary, and on an ongoing basis.

# TERMS OF APPOINTMENT

A competitive salary will be offered depending on the skills and experience of the successful candidate. In addition, the package of benefits will include a relocation allowance, fee remission, private medical insurance and flights. More details will be shared with candidates progressing to the final round of interviews.

## HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Intellego Education on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code FBTPA.

Click on the 'apply' button and follow the instructions to submit an application and complete the online equal opportunities monitoring\* form. The covering letter should be addressed to Dr Stephen Spurr, Chairman, Intellego Education. This letter should explain your reasons for applying, the relevance of your experience, and how you relate your personal educational philosophy to your understanding of the school and the role.

The closing date for applications is midday on Friday 23<sup>rd</sup> May 2025.

\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

Preliminary interviews will take place with Saxton Bampfylde during w/c 2<sup>nd</sup> and 9<sup>th</sup> June.  
Panel interviews will take place during w/c 23<sup>rd</sup> and 30<sup>th</sup> June.  
These dates may be subject to change.

### **Safeguarding and equal opportunities**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Any offer of employment will be subject to successful completion of pre-employment checks, including an enhanced DBS disclosure, the receipt of satisfactory references, our pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.

### **Data Protection**

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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