

JOB TITLE: ADMISSIONS MANAGER, EPSOM AND TADWORTH

LOCATION: CHINTHURST SCHOOL, TADWORTH AND ST CHRISTOPHERS SCHOOL, EPSOM

REIGATE GRAMMAR SCHOOL GROUP JUNIOR SCHOOLS INFORMATION FOR CANDIDATES

Role commences: January 2027





REIGATE GRAMMAR SCHOOL JUNIOR SCHOOLS

Reigate Grammar School was founded in 1675 and for 350 years, young people have been educated on the same site, in the heart of Reigate.

Over the years, the Reigate Grammar School Group has grown and is currently made up of six coeducational day schools in Surrey (two senior schools, three junior schools with nurseries and one pre-prep school and nursery) as well as an expanding portfolio of schools internationally.

Reigate Grammar School (RGS) for ages 11 to 18 years – RGS is a leading independent day school, part of the Headmasters' and Headmistresses' Conference (HMC), offering a broad and balanced education to over 1,050 students.

The school emphasises academic excellence alongside the arts, sports, and extracurricular activities. The House system fosters teamwork, leadership, and personal growth. The elective curriculum allows students to explore subjects beyond the core, and it has been recognised as a global pioneer in High Performance Learning, promoting intellectual freedom and innovative pedagogy.

In 2026, 90% of GCSE grades were awarded at 9–7, while 94% of A-level grades achieved A*–B.

RGS students progress to top universities, including Oxbridge and Russell Group institutions. The school has earned numerous accolades, including The Sunday Times' Independent Secondary School of the Year for 2025.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019, awarded an OBE by Her Majesty the Queen for Services to Education, and most recently was also honoured with a Pearson National Teaching Award.

RGS Surrey Hills (RGSSH) for ages 11 to 18 years - a welcoming and inclusive day and boarding school set in a beautiful location just 15 minutes from Reigate. Formerly known as Box Hill, the school joined the RGS Group in June 2025 under the new name of RGS Surrey Hills. This represents a new chapter for the school and brings choice, flexibility and opportunity for local families. RGSSH nurtures confident, compassionate young people with a strong sense of purpose and shares the values and ethos of the schools within the RGS Group.

Reigate St Mary's Preparatory and Choir School (RSM) for ages 6 months to 11 years

Reigate St Mary's is a co-educational nursery and prep school in central Reigate and a junior school of Reigate Grammar School. Founded in 1950 as a choir school for St Mary's Church, it became part of RGS in 2003 and today educates around 350 children on its 15-acre green site.

From Spring 2027, RSM's established Early Years provision will expand to welcome babies from six months old, offering year-round care alongside its existing pre-school provision. Nursery children are part of the wider school community from the outset, benefiting as they grow from specialist teaching, extensive outdoor space and a smooth progression into Reception and beyond.

RSM combines strong academic foundations with a broad education designed to develop confident, curious and compassionate children. Its approach encourages children to think for themselves, embrace challenge and understand their responsibilities to others and the wider world, with Education for Social Responsibility and outdoor learning embedded across school life.

The school offers extensive opportunities beyond the classroom, including sport, music, drama, technology, Forest School and a wide-ranging co-curricular programme. As a junior school of Reigate Grammar School, RSM also provides a strong and well-established pathway to RGS and RGSSH at 11+, while preparing children for a range of senior school destinations.



Chinthurst School, Tadworth for ages 2 to 11 years - Founded in 1908, Chinthurst is a co-educational nursery and prep school in Tadworth, close to Epsom, Banstead and Kingswood. It became a junior school of Reigate Grammar School in 2017 and educates around 300 children from Nursery through to Year 6.

Chinthurst combines strong academic foundations with a warm, nurturing environment in which children are known as individuals. Personalised learning runs throughout the school, with children encouraged and challenged according to their individual strengths, alongside a strong focus on confidence, independence and wellbeing.

Children can join the Nursery from age two, progressing through Pre-Reception and into the main school. From the earliest years, learning is hands-on and creative, with outdoor and woodland learning, STEAM, sport, music and drama all forming part of the wider school experience.

Sport is an important part of school life and Chinthurst takes an inclusive approach, with children encouraged to choose sports according to their interests rather than traditional gender expectations. A broad co-curricular programme gives pupils further opportunities to discover and develop their interests beyond the classroom.

As part of the Reigate Grammar School family, Chinthurst offers two clear pathways to senior school. Children can receive an early offer to Reigate Grammar School or RGS Surrey Hills in Year 5, without sitting an entrance examination, while those choosing other senior schools benefit from a dedicated and personalised 11+ programme. The school has a strong record of senior-school success, with pupils progressing to a range of leading independent schools and achieving scholarships across academic, sport and the arts.

Micklefield School, Reigate for ages 2 ½ to 11 years - founded in 1910 in Reigate, Micklefield moved to its current site on Somers Road (just two minutes from Reigate station) in 1925. Over the years, it has expanded to include a highly successful nursery, a large gym, outdoor play areas, and access to a five-acre sports field. The original buildings remain central, housing classrooms, an art and design studio, a science room, and a music suite. In June 2024, Micklefield became a junior school of RGS.

The school is built on values of Kindness, Respect, Resilience, and Responsibility, fostering a nurturing community. A broad curriculum encourages creativity, initiative, and engagement with the wider world. Sport plays a vital role, alongside a strong extracurricular programme featuring chess, LEGO programming, and current affairs. Micklefield's outstanding music, drama, and art provision earned it recognition as a Finalist for Independent School of the Year 2023.

Micklefield is committed to ensuring pupils move on to RGS or other top senior schools through a personalised approach focused on finding the right fit.

St Christopher's School, Epsom for ages 2 to 7 years -

Founded in 1938, St Christopher's is a co-educational nursery and pre-prep school in the heart of Epsom and has been part of the Reigate Grammar School family since 2025.

Specialising entirely in the education of children aged 2 to 7, it provides a warm, nurturing start to school life where children are known individually and encouraged to grow in confidence and independence.

From January 2027, St Christopher's established Nursery will offer year-round care for children from age two, with funded hours available. Nursery children are fully part of school life from the outset, benefiting from specialist teaching and a broad range of experiences, including Art, Music, PE, French and Forest School, before making a natural transition into Reception.

Small classes and individual attention are central to the St Christopher's approach. The curriculum combines strong academic foundations with creativity, curiosity and hands-on learning, while a strong emphasis on wellbeing helps children understand their emotions, develop resilience and become confident, independent learners.

St Christopher's was named Independent Pre-Prep School of the Year 2025, and its 2026 ISI inspection recognised the school's nurturing culture and the development of children's self-confidence as a significant strength.

As part of the Reigate Grammar School family, St Christopher's provides families with a clear onward pathway to Chinthurst at age seven, while continuing to prepare and support children moving on to a range of junior schools.



JOB DESCRIPTION

Reporting to: Prep Head of Marketing & Admissions

Close working relationships: Heads of Chinthurst and St Christopher's, Group Director of Marketing and Admissions

Location: Based across Chinthurst School and St Christopher's School

THE ROLE

We are looking for a warm, energetic and highly organised Admissions Manager to lead the admissions journey across Chinthurst and St Christopher's and ensure that admissions experience, marketing activity and family engagement work together to support recruitment, retention and progression across the Epsom hub.

This is a key outward-facing role. For many prospective families, the Admissions Manager will be their first relationships with our schools, the person who answers their initial questions, welcomes them when they visit and gets to know them as they decide whether one of our schools is right for their child.

We want that experience to feel personal, responsive and genuinely welcoming.

The role will bring together the admissions processes across Chinthurst and St Christopher's, creating a consistent and efficient approach while retaining everything that makes the two schools individually distinctive. The Admissions Manager will spend time at both sites and develop a thorough understanding of each school, its community and the families it serves.

Alongside the relationship-building side of the role, there is a significant operational and analytical element. The Admissions Manager will manage the admissions pipeline from initial enquiry through to a child joining the school, ensure information and data are accurate and up to date, monitor recruitment trends and provide clear reporting and forecasts to support decision-making.

This would suit someone who combines excellent people skills with strong organisation and an instinct for making things work well. Previous school admissions experience would be useful, but we are equally interested in candidates from customer-facing, relationship management, sales,

events or similar backgrounds who can bring the right skills and approach.

KEY RESPONSIBILITIES

The family admissions journey

- Be a warm, knowledgeable and approachable first point of contact for prospective families across both schools.
- Build relationships with families from their first enquiry through visits, registration, offers and acceptance to their child joining the school.
- Understand what individual families are looking for and help them explore the school and entry point that may be right for their child.
- Respond promptly and personally to enquiries and ensure families are followed up appropriately throughout their admissions journey.
- Conduct individual tours of both schools, confidently communicating what makes each school distinctive.
- Ensure every interaction, in person, by telephone or digitally, reflects the warmth and professionalism of the schools.
- Maintain relationships with families who are considering their options, ensuring opportunities for further conversations and visits are not missed.
- Gather and share feedback from prospective families, including understanding why families choose us and why sometimes they do not.

Managing the admissions process

- Take ownership of the admissions journey across both schools, from initial enquiry through to enrolment.
- Manage enquiries, registrations, visits, assessments/ taster sessions, offers, acceptances and joining arrangements.
- Maintain accurate and comprehensive records on the schools' admissions systems.
- Work closely with Heads, teachers, school offices and other colleagues to ensure assessments, tasters, offers and joining arrangements run smoothly.
- Ensure prospective and incoming families receive the right information at the right point in their journey.
- Manage the admissions calendar across both schools, anticipating busy periods and key decision points.
- Ensure admissions procedures meet relevant regulatory,



JOB DESCRIPTION CONTINUED

- safeguarding and data protection requirements.
- Be proactive about initiating and implementing improvements and change, to make the experience and outcomes optimal.

Bringing the two schools together

- Help develop a joined-up admissions process across Chinthurst and St Christopher's, identifying where systems, communications and ways of working can be simplified or improved.
- Establish consistent standards for enquiry handling, follow-up, data recording and reporting across both schools.
- At the same time, ensure that admissions communications and visits reflect the individual personality, strengths and community of each school.
- Develop a strong understanding of the wider RGS family of schools and be able to explain the different pathways available to families.
- Support effective transition between St Christopher's and Chinthurst and, more broadly, progression through the RGS family where appropriate.

Visits and admissions events

- Play a central role in the planning and delivery of Open Mornings, Stay & Play sessions, taster events, new parent events and other recruitment activity.
- Work with the Marketing team to ensure events are effectively promoted, well organised and followed up.
- Ensure prospective families receive a personal welcome and have opportunities to meet the people who will help them understand the school.
- Review attendance and conversion following events and identify opportunities to improve future activity.

Data, pipeline and forecasting

- Maintain a clear and accurate picture of the admissions pipeline for both schools.
- Monitor enquiries, visits, registrations, offers, acceptances and starters by school, year group and entry point.
- Analyse conversion rates and recruitment trends, identifying areas of strength, potential gaps and opportunities.
- Produce regular, accessible admissions reports and forecasts for the Prep Head of Marketing & Admissions,

Heads and other senior colleagues.

- Use admissions data to identify families requiring follow-up and ensure opportunities are progressed.
- Work with the Head of Marketing & Admissions to understand where recruitment activity may be needed to support particular entry points or year groups.
- Contribute insight from conversations with prospective families to our understanding of the local market, competitors and changing parent expectations.

Working with Marketing

Work closely with the Marketing team to ensure admissions insight, family feedback, market intelligence and pipeline data inform recruitment priorities, campaigns, events and communications across both schools, helping to drive recruitment performance, strengthen family engagement and support the continued development of an integrated Marketing & Admissions model across the Epsom hub.

The role will work closely with the Head of Marketing & Admissions and wider Marketing team to:

- share feedback and insight from prospective families;
- identify recruitment priorities and opportunities;
- support recruitment campaigns and events;
- ensure admissions communications are clear, timely and engaging; and
- help continually improve the experience families have from their first contact with us.

ABOUT YOU

Above all, we are looking for someone who enjoys people.

You will be naturally warm and engaging, confident meeting new families and able to make people feel comfortable quickly. You will be a good listener as well as a strong communicator and understand that choosing a school is a significant and very personal decision for a family.

You will also be exceptionally organised. There will often be many families at different stages of the admissions journey at the same time, across two schools and multiple entry points. You will be comfortable keeping track of detail, deciding what needs attention first and following things through.



JOB DESCRIPTION CONTINUED

You will:

- have excellent interpersonal and communication skills;
- be confident, friendly and professional in person, on the telephone and in writing;
- enjoy building relationships and following them through over time;
- be highly organised, with excellent attention to detail;
- be able to manage several priorities and keep momentum when there is a lot happening at once;
- be comfortable working with numbers and able to interpret admissions data and trends;
- be confident using databases, spreadsheets and digital systems;
- take ownership rather than waiting to be prompted;
- be curious about how processes can be improved and willing to suggest new approaches;
- work collaboratively with colleagues across two schools and the wider Group;
- understand the importance of discretion and confidentiality when dealing with families and pupil information; and
- be committed to safeguarding and promoting the welfare of children.

Experience of independent-school admissions would be an advantage but is not essential. Experience in a role involving customer relationships, account management, sales, recruitment, events, hospitality or another high-quality service environment could be equally relevant.

What matters most is the combination of warmth, judgement, organisation and drive to give every prospective family an excellent experience of our schools.

Flexibility

This job description describes the principal responsibilities of the role but is not intended to be exhaustive. The Admissions Manager will be expected to contribute to the wider life of both schools and undertake other duties appropriate to the role as required.



FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge.
- All staff have access to the school swimming pool and fitness room at RGS at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. 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.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil

partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am on Wednesday 14 October 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

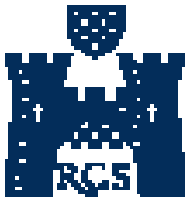
hr@reigategrammar.org

SCHOOL LOCATIONS

RGS SURREY HILLS

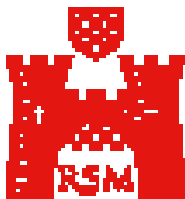
RGS Surrey Hills
London Rd
Mickleham
Dorking
RH5 6EA

01372 373382



Reigate Grammar
School
Reigate Road
Reigate, Surrey
RH2 0QS

01737 222231



Reigate St Mary's
Chart Lane
Reigate
Surrey
RH2 7RN

01737 244880



Chinthurst School
52 Tadworth Street
Tadworth
Surrey
KT20 5QZ

01737 812011



Micklefield School
10 Somers road
Reigate
Surrey
RH2 9DU

01737 224212



St Christopher's
School
6 Downs Road
Epsom, Surrey
KT18 5HE

01372 721807

