



Job Description Head of Admissions

Required: January 2027

Contract: Fixed Term (12 Month Maternity Cover)

Reporting to: Director of Development & External Relations

Hours: Full-Time, Full-Year

Salary: Up to £45,000 according to skills and experience

Closing date: Wednesday 4th November, 12:00 noon

The Role

We are seeking a dynamic and personable Head of Admissions to lead pupil recruitment and admissions across the School. This is an excellent opportunity for an experienced and dedicated professional to make a visible and lasting impact within one of the country's leading independent schools by stewarding an established and high-performing team, building on strong foundations, maintaining the high standards for which the School is known, and contributing fresh ideas to support future growth and ambitions.

As one of the first points of contact for prospective families, the Head of Admissions plays a key role in communicating what makes King's distinctive, while overseeing all aspects of the admissions process and ensuring an outstanding experience from initial enquiry through to enrolment. Combining strong organisational skills with a passion for customer service, you will deliver successful recruitment events, develop meaningful relationships with prospective families and use admissions data and insight to support the School's recruitment objectives and future growth.

The School

The King's School is one of the dozen oldest schools in the country and has a proud heritage dating back to at least 1087, with a re-foundation in 1541. King's is the Cathedral School in the city of Gloucester, whilst the surrounding county is home to many excellent grammar and state schools, as well as other independent schools. King's is held in high regard amidst this competitive area; our academic, co-curricular and pastoral attainment is second to none. Local media brand SoGlos has awarded King's the title of 'Independent School of the Year' or 'Highly Commended' in every one of the last six years – a feat unmatched by any other local independent school – most recently winning the title in May 2025. Despite the multiple national-scale challenges of recent years, King's has seen its pupil roll growing steadily and parental satisfaction scoring very highly indeed. With careful investment in the campus and facilities, as well as a continuous focus on improving teaching and learning and developing our outstanding pastoral care, King's is now seen as a dynamic, forward-thinking and impressive place to study and to work.

Main Duties

- Lead and line manage the Admissions Team (including the Admissions Administrator and two Assistant Registrars), ensuring a responsive, efficient and high-quality service to prospective families;
- Act as a key ambassador for the School, communicating its distinctive strengths and ethos to prospective parents and pupils;
- Oversee the end-to-end admissions journey, ensuring a welcoming and engaging experience from first enquiry through to enrolment;



- Ensure the effective day-to-day operation of the Admissions Department, reviewing processes and identifying opportunities for continuous improvement;
- Oversee the management and development of the admissions database (OpenApply), ensuring the accuracy and integrity of admissions data;
- Monitor, analyse and report on admissions, conversion and enrolment trends, providing regular updates and forecasts to senior leaders;
- Develop and oversee communications with prospective families, ensuring timely, professional and personalised engagement throughout the admissions process;
- Manage the planning and delivery of recruitment events including Open Mornings, Open Evenings, Entrance Assessment Days, Taster Days, Induction Events and external fairs, and be a visible and engaging presence at such events;
- Develop and maintain positive relationships with feeder schools and other key partners to support pupil recruitment;
- Coordinate entrance assessments, scholarship processes and offer procedures in collaboration with academic colleagues;
- Oversee enrolment and onboarding activities, ensuring a smooth transition for new pupils and families;
- Manage the annual admissions calendar, departmental priorities and workflow, ensuring deadlines are met and activities are delivered effectively;
- Lead, support and develop members of the Admissions Team through regular communication, training and performance review;
- Work closely with colleagues across the School, particularly within Development & External Relations, Marketing and Academic teams, to support recruitment and retention objectives;
- Produce reports and management information for senior leaders and governors as required;
- Undertake any other duties reasonably required by the Director of Development & External Relations or Headmaster in support of pupil recruitment and retention.

Personal Profile

Prior Admissions experience is not essential but would be highly beneficial. Candidates without Admissions experience must be able to demonstrate a broad range of skills transferrable to this important leadership role. Above all, the successful candidate will be:

- An experienced people manager, with the ability to lead, motivate and develop a high-performing team;
- A confident and engaging communicator, able to build positive relationships with prospective families, pupils, colleagues and external stakeholders;
- Passionate about delivering outstanding customer service and committed to providing an exceptional experience for every family;
- Highly organised, with excellent attention to detail and the ability to manage multiple priorities, deadlines and events simultaneously;
- An effective planner and project manager, capable of overseeing complex processes and annual recruitment cycles;
- Professional, approachable and personable, with the confidence to act as an ambassador for the School and collaborate effectively with colleagues at all levels;
- Able to communicate warmly and credibly with a wide range of audiences, both in person and in writing;
- Commercially aware, with an understanding of the factors that influence pupil recruitment, retention and customer decision-making;



- Analytical and data-literate, with the ability to interpret trends, monitor performance and produce clear management information;
- A proactive problem-solver who can identify opportunities for improvement and implement practical solutions;
- Resilient, adaptable and able to remain calm and professional during busy periods and high-profile events;
- Committed to promoting an inclusive and welcoming environment for pupils and families from a wide range of backgrounds;
- Enthusiastic about the opportunities and benefits of an independent school education and able to communicate the distinctive qualities of King's with authenticity and conviction.

Hours of Work

The Head of Admissions will work 37.5 hours per week, from 08:30 to 17:00 Monday to Friday. Additional hours will be required to support key recruitment events, including during evenings and at weekends; remuneration or TOIL will be given for any additional hours worked.

Holiday

25 days per calendar year, rising to 30 days after five years of service.

Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children being educated at King's;
- Wraparound care for Junior School children being educated at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme and Wellbeing Day (additional leave);
- Cycle to Work scheme;
- Various discounts for local services including gym memberships and garages;
- Free access to our Employee Assistance Programme;
- Free lunches;
- Free on-site parking.

Applications

Candidates should apply through TES or by sending a completed School Application Form and Covering Letter via email to recruitment@thekingsschool.co.uk. A CV is not required. Closing date for applications is **Wednesday 4th November at 12:00 noon**.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingsschool.co.uk.



KING'S
GLOUCESTER

Recruitment

recruitment@thekingsschool.co.uk

The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check (including Children's Barred List), satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check and Section 128 check where appropriate (which may include for some non-teaching positions) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

The King's School, Gloucester. GL1 2BG

T: 01452 337 337 www.thekingsschool.co.uk

Connect with us @KingsSchoolGlos

