



STREATHAM & CLAPHAM HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Job Application Information



Head of Admissions
Full time
Autumn 2026

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EXECUTIVE SUMMARY

Streatham & Clapham High School (SCHS) seeks to appoint an outstanding Head of Admissions to join our Marketing & Admissions team.



The Head of Admissions leads in delivering a professional, efficient and welcoming admissions experience for prospective students and their families, across the Prep and Senior School. The postholder will oversee the journey of families through the admissions process, from a prospective parent's first contact with the school, through registration, visits and assessments, to accepting an offer and onboarding.

As part of a collaborative team, this role will lead and line manage two Admissions Officers across the Prep and Senior school sites, motivating, developing and inspiring the team to deliver a professional, warm and high-quality admissions service. Working with the Director of Marketing & Communications and colleagues across the school and the GDST network, they will develop and deliver the school's admissions strategy, contribute to senior leadership discussions on admissions, recruitment and retention, translate strategy into effective plans and activity, and report on impact to the Head, GDST and governors.

This is an exciting opportunity to be a passionate advocate for the ethos, values and achievements of the school and GDST, communicating with confidence and pride the benefits of an all-girl education and the value of a Streatham & Clapham education as part of the GDST. The appointment is expected to commence in November 2026 or as soon as possible thereafter.



ABOUT US

Streatham and Clapham High School is one of London's leading independent schools, educating pupils from Nursery through to Sixth Form. Our girls prosper in a vibrant setting that provides challenge and breadth of opportunity. They thrive as part of the SCHS family and draw strength from the School's rich social and cultural mix.

The Prep School is located in spacious buildings with outstanding facilities in Streatham Hill. The Senior School inhabits a four-acre site and an impressive 1930s building in a delightfully tranquil and leafy oasis of south London. Founded as Brixton High School in 1887 by the Girls' Public Day School Trust, it is one of the Trust's earliest member schools, and we are proud of our heritage and the ways in which we prepare girls for the future in the spirit of our motto: Towards Wisdom Unafraid.

We are an academically ambitious school, aiming for excellence with stretch not strain, and school life embraces a broad range of sporting, artistic, social and cultural opportunities in an environment specifically designed for girls.

The School has excellent facilities and encourages pupils to develop their interests and strengths both inside and outside the classroom and to feel confident and find their voice as their authentic selves.

We are committed to achieving the best outcomes and experiences for the girls. A richly diverse culture is rooted in our values of kindness, respect, integrity and compassion, combining a global outlook with a sense of local belonging.

The School is part of the Girls' Day School Trust, the leading network of independent girls' schools in the UK, founded in 1872. The Head is a member of HMC and GSA, and the Head of the Prep School is a member of IAPS. The GDST is a founding member of the International Coalition of Girls' Schools. For more information, please visit the school website www.schs.gdst.net

AIMS & ETHOS

Our vision is to nurture excellence in every pupil to develop agile and creative thinkers who outperform their expectations. Our commitment is to the self-actualisation of every pupil in their learning, relationships, sense of community and connection, and as leaders, team-players, innovators, trailblazers, disruptors and creators.



Our family ethos means that we know and value every girl as an individual – we are a family not a factory, and we proudly celebrate our community's diversity as a local school, drawing strength from our rich social and cultural mix and working in partnership with local maintained and independent schools to 'broaden our pupils' experiences.

In the spirit of our motto "Towards wisdom unafraid" we aim to inspire pupils to feel excited about learning, enriched by our wide-ranging and sometimes quirky co-curricular opportunities, grounded in a culture of excellent pastoral care where every pupil feels they belong and is valued as themselves.

We are a school of kindness, respect, integrity and compassion, where our pupils are energised by ambition and an excitement for learning, inspired by our talented and committed staff. Our expert pastoral care is intrinsic to this, so that every pupil is known and their voice is heard. As a school we take time to listen, and are supportive, clear and fair in all that we do. Our girls take pride in volunteering within their community, fundraising for national and international causes and developing their kindness, compassion and respect for the wider world. Our partnership with parents is crucial to our holistic approach so that together we enable every pupil to flourish.

We are experts in, and champions of, all girls' education, drawing strength from being a member of the GDST family of schools, which are powerful influencers in girls' education. As a through school from 3 to 18, our pupils make friendships for life and they value their connections with pupils of all ages throughout their lives, through our joyful alumna network.

Our pupils learn to face the future with curiosity and optimism and to achieve ambitiously, beyond their expectations. They mature into confident, resilient and accomplished young people, positively engaged in the world around them, richly equipped in character and mind for the challenges of their future lives, their learning and careers beyond school.



PASTORAL CARE

“Pupils have a profound appreciation of diversity and a strong sense of belonging.” ISI Report, 2024



At Streatham & Clapham High School, we are dedicated to providing a supportive and nurturing environment where every pupil can flourish academically, socially and emotionally. Our pastoral care framework is designed to ensure that each pupil feels valued, supported and empowered to reach their full potential. We take a holistic approach to all aspects of school life, knowing that happy pupils are the most engaged and successful learners.

Our pastoral team consists of Tutors, Heads of Year, a Special Educational Needs Coordinator, an Attendance Officer, a Head of Transition, the School Nurse, and the School Counsellor, all of whom work together to provide the best possible care and outcomes for our pupils.

Form tutors play a key role in building strong relationships with their tutees, ensuring their well-being and academic success. Whenever possible, Senior school tutors remain with the same group from Year 7 to Year 11, allowing them to deeply understand and support each pupil's unique character, strengths and needs. They are responsible for day-to-day pastoral care, encouraging good attendance, punctuality, conduct and appearance while monitoring academic progress alongside well-being. Tutors also act as the primary point of contact with parents, fostering a collaborative relationship to ensure the best outcomes for each pupil.

At the Senior school, Heads of Year provide additional oversight and support, guiding a specific year group from Year 7 to Year 11. They work closely with both pupils and their families to address the specific pastoral, developmental, and academic needs of their year group, ensuring that each pupil receives the care and attention they need to thrive.

Together, our pastoral team ensures that every child at SCHS feels supported, valued, and encouraged to achieve their best in all aspects of school life.

ACADEMIC LIFE

Leaders plan a cohesive curriculum and ensure that it is taught effectively. The curriculum supports the development of pupils' knowledge, skills and understanding and provides a wide range of learning opportunities.

ISI Report, March 2024



Streatham & Clapham High School's academic ethos is rooted in fostering a love for learning, intellectual curiosity, and the pursuit of excellence. The school emphasises a balanced approach where academic rigour is complemented by personal growth and well-being.

SCHS believes in educating the whole person, nurturing both the intellectual and emotional development of its students. The school's curriculum is designed to encourage creativity, critical thinking, and independent learning. This holistic approach ensures that students are not only prepared for academic success but also for the complexities of the modern world.

Every student at SCHS is recognised as an individual with unique talents and potential. The school provides a supportive environment where students feel known as themselves, enabling them to flourish academically and personally. Small class sizes allow teachers to tailor their instruction, ensuring that every girl is both challenged and supported in her learning journey.

The academic programme at SCHS blends traditional subjects with innovative approaches and boasts a range of subjects including Chinese, Sociology, Engineering and DT. The school encourages cross-curricular learning, where students make connections between different disciplines, fostering a deeper understanding. This approach helps students develop a broad range of skills, from analytical thinking to creative problem-solving.



LIFE BEYOND THE CLASSROOM

“Being part of the GDST gives us a competitive opportunity to play with schools from across the country, my most memorable tournament would be winning the GDST hockey rally in Bath.”

Fran – Sports Scholar



At Streatham & Clapham High School, we believe that education extends far beyond academic success, which is why we place a strong emphasis on providing enriching experiences outside the classroom. Our extensive co-curricular programme is designed to nurture well-rounded individuals, offering a diverse range of activities that inspire curiosity, creativity and personal growth. From sports to the arts, music to debating, there is something for every pupil to discover and thrive in.

The GDST has made substantial investments in our facilities, creating a modern and inspiring environment for both students and staff. Highlights include a state-of-the-art Sixth Form Centre and spacious dining facilities, plus newly renovated drama and performance spaces with advanced lighting and studio equipment, a new IT suite and podcasting booth and new sports lighting and exercise facilities. These investments reflect our commitment to innovation, sustainability, and a welcoming community in which girls flourish.

PUPIL OUTCOMES

“Pupils, including those who have special educational needs and/or disabilities (SEND), make progress due to a cohesive and effectively taught curriculum.”

ISI Report, March 2024



The academic starting points of our pupils are significantly above the national average, with a proportion of pupils being far above the national average.

Pupils do themselves proud in their examination outcomes: in 2026 at GCSE, almost half of all grades (46%) were at 9–8 and 70% were at 9–7 (A–A), with nearly a quarter of the year group averaging grade 8 or above. Following our record-breaking results in 2025, this is one of our strongest sets of GCSE results on record (excluding the Covid years)

At A Level we achieved our best results since 2017 (excluding the Covid years): 42% of all grades awarded were at A*–A compared with 28.5% nationally, 75% were at A*–B, and a quarter of the girls achieved A*s and As in every subject. Most importantly, both year groups made outstanding progress from their own starting points. The A Level cohort's value-added score, which measures how far girls perform beyond what their GCSE results predicted, was the second highest since 2017, and the GCSE cohorts was among the strongest we have on record. These successes have led to outstanding university outcomes with girls going on to study courses ranging from Medicine at Newcastle, Music at Oxford, and History at LSE, to Law at Warwick and Engineering Mathematics at Bristol.

THE DEPARTMENT



The Marketing and Admissions Department

The Marketing and Admissions team plays a central role in shaping how Streatham & Clapham High School is experienced by prospective families, current parents, alumnae and the wider community. Working collaboratively across both the Prep and Senior Schools, the team is responsible for communicating the school's vision, values and distinctive educational offering, and ensuring pupil recruitment, retention and engagement.

The department combines strategic admissions, marketing and communications expertise to convey a compelling offer through our admissions process and in our high-quality campaigns, compelling storytelling and exceptional customer service. The team ensures that every interaction with the school reflects the warmth, ambition and excellence of the SCHS community.

Working closely with academic and support staff colleagues, the department celebrates pupil achievement, promotes the benefits of an all-girls education and strengthens the school's reputation locally, nationally and internationally. Data and insight underpin the team's work, enabling the admissions journey and the marketing activity to be continually refined to meet the needs of prospective and current families.

The department comprises the Director of Marketing & Communications, the Head of Admissions, two Admissions Officers, the Head of Philanthropy & Engagement, the Marketing & Admissions Officer, the Marketing & Design Officer and the Events Coordinator. Together, the team delivers an integrated approach to admissions, marketing and communications, creating meaningful experiences that build lasting relationships with families from their first enquiry through to becoming valued members of the SCHS community.

ROLE DESCRIPTION

Key Responsibilities:

1. Overview

- Lead the delivery of a high-quality admissions service that supports strong student recruitment, retention and engagement across all year groups in the Prep and Senior schools, in alignment with the overarching strategic plan
- Lead and provide an effective, approachable and welcoming service from initial enquiry through to enrolment, ensuring a seamless and positive customer journey at every stage of the admissions funnel and increasing conversion rates
- Understand and respond to macro-level challenges and local market conditions, using demographic data and target audience insights to inform admissions planning
- Respond to market needs and maximise opportunities to welcome families into the school, particularly at key entry and transition points such as Nursery, Reception, Year 3, Year 7 and Year 12
- Implement a strategic feeder school approach, including an engagement plan for deepening relationships with feeder school Heads and Heads of Transition.
- Communicate the school's ethos, the benefits of an all-girl education and the value of being part of the GDST with confidence and pride
- In collaboration with the Director of Admissions and Marketing, develop and deliver the school's admissions plan and strategy, in alignment with the school's marketing plan and overarching strategic plan
- Attend fortnightly admissions strategy meetings and contribute to senior leadership discussions on admissions, recruitment and retention, translating strategy into effective plans and activity
- Monitor and evaluate the impact of admissions activity against agreed objectives and targets, using insight to inform future planning and continuous improvement, to report to the Head, GDST and governors

2. Admissions Process

- Manage the admissions process across the Prep and Senior schools including, occasional places and specialist scholarships, from initial enquiry through to application
- Coordinate school visits, entrance assessments and offer holder days to ensure a smooth, compelling and professional experience for prospective families
- Respond promptly and professionally to all enquiries
- Track responses, initiate timely follow-up and maintain accurate records in line with GDPR and other data protection regulations to support effective customer engagement while ensuring all personal data is handled securely and appropriately
- Apply learning from the GDST joiner and non-joiner surveys to improve the experience and outcomes of applicants

ROLE DESCRIPTION

3. International Admissions

- Maximise the opportunities of international student recruitment through alignment with the GDST International strategy
- Manage enquiries and applications from international families, providing tailored guidance on entry requirements, assessments and visa-related matters, managing UKVI SMS, CAS etc in line with GDST requirements

4. Events & Engagement

- Co-ordinate the admissions calendar of prospective parent events at the Prep and Senior schools: open days and evenings, taster days, assessments, bespoke tours and visits, entrance assessments and induction events
- Take a lead role in the planning of these events, to ensure smooth and professional delivery, working collaboratively with colleagues and students across the school
- Represent the school and the GDST at external events as required, sharing knowledge and inspiring others with a passion for girls' education

5. Assessment & Offers

- Oversee the entrance assessment process at the Prep School
- Coordinate entrance examinations and assessments for 11+, 16+, occasional places and specialist scholarships, liaising with other schools and bodies as needed
- Ensure warm and timely communication with families about testing logistics and assessment results
- Support the Head in the assessment and allocation of fee-paying places, bursaries and scholarships, liaising with Trust Office finance team

6. Communication & Marketing

- Collaborate with the Director of Marketing & Communications to produce and update admissions-related materials, including the prospectus, website content, press advertisements and invitations to feeder schools
- Contribute to the positive promotion of the school and the GDST within the local and wider community through involvement in marketing and communications activity as required



ROLE DESCRIPTION

7. Onboarding & Transition

- Ensure all new joiners complete the necessary contractual documentation in a considered and timely manner
- Provide relevant staff with up-to-date information on new students to support a smooth transition

8. Data & Reporting

- Ensure the effective use of the admissions CRM system to track, manage and analyse prospective parent and student engagement, enabling a data-informed approach to recruitment and conversion
- Compile and analyse admissions data and statistics to support strategic planning and marketing
- Provide regular updates and reports to the Head, senior leadership and governors as required

9. Compliance & Administration

- Maintain the Admissions Register in line with current legislation and GDST requirements
- Maintain strong relations with the GDST Fees Department to ensure a smooth exchange of financial information, including starters, leavers, staff discount, scholarships, bursaries etc
- Manage bursaries and scholarships administration
- Review and update admissions procedures and documentation in line with GDST best practice
- Maintain and archive admissions records in accordance with data retention policies
- Raise purchase orders and manage admissions-related budgets effectively

10. Leadership and Line Management

- Lead and line manage the admissions team of two Admissions Officers (Grade 3) across the Prep and Senior school sites, setting priorities, allocating work and ensuring the effective day-to-day running of the admissions team
- Support the performance, wellbeing and professional development of the team, including regular one-to-ones, target setting and appraisal in line with GDST policy
- Motivate, develop and inspire the team to deliver a professional, warm and high-quality admissions service

ROLE DESCRIPTION

Other Responsibilities

Promote the safety and welfare of children and young people

- Collaborate with colleagues across the school and the GDST network to share knowledge and best practice
- Foster a positive, solutions-focused working environment
- Engage with the wider school community to support inclusion and shared purpose
- Offer flexibility to support school events, including occasional weekend and evening work
- Keep up to date with trends in admissions and marketing to support continuous improvement
- Communicate confidently and professionally with colleagues and external contacts at all levels

This job description is not an exhaustive list, and you will be expected to conduct any other reasonable tasks as directed by your line manager or the Head.



PERSON SPECIFICATION

Skills & Experience

Essential

- Experience of a customer relations role
- Strong administrative and organisational skills, with the ability to manage multiple priorities and meet deadlines
- Excellent written and verbal communication skills, with a professional and an open and approachable manner
- Strong influencing and persuasive skills, with the ability to engage colleagues in supporting the admissions process and inspire prospective families to choose the school
- Confidence in using a CRM systems, digital tools, databases and spreadsheets to manage records and generate reports
- Proven ability to coordinate large scale and high impact events
- Ability to gather, interpret, and present admissions data to support planning and decision-making
- Understanding of data protection and GDPR in relation to student records and admissions
- Experience of contributing to admissions strategy and planning, and to translating strategy into effective operational activity

Desirable

- Experience leading or supporting admissions within an educational environment, with a strong focus on delivering excellent customer care
- Experience of supporting or managing international admissions, including liaising with agents
- Experience of line managing, supervising or leading a small team, including supporting performance and development
- Experience using systems such as Admissions Plus (Applica), SIMS, Open Apply

Personal Skills

- Warm, welcoming and customer-focused, with a genuine interest in supporting prospective families
- Excellent attention to detail and accuracy in all aspects of work
- Proactive and solution-focused, with a flexible and adaptable approach to changing priorities
- Able to work independently and collaboratively within a team environment
- Excellent relationship-building skills
- Discreet and professional when handling confidential information
- Enthusiastic ambassador for the school, girls' education and the GDST

This post is subject to an enhanced DBS check.

HOW TO APPLY

Any candidate wishing to seek additional information about the post or to discuss any related matter should contact the HR & Recruitment Manager, Mrs Angela Bolton via email a.bolton@schs.gdst.net

Applications should be received no later than 8:00am on the **26 October 2026**. All candidates should use the following link to apply and include a covering letter addressed to the Head, Ms Cathy Elliott.

<https://schs-gdst.schoolrecruiter.com/>



First round interviews and assessments will take place on **2 November 2026**. Candidates who are successful at this stage will be invited to attend a second round of interviews on **6 November 2026**. The school reserves the right to appoint an exceptional candidate at any stage of the application process.

All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original certificates). If original certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

- An original passport and/or other appropriate document proving your eligibility to work in the UK
- One other form of identification, such as a driving licence or birth certificate
- Two other documents, such as utilities bills, TV licence, bank, building society (stamped and signed by the bank) or credit-card statements
- Documents confirming your educational and professional qualifications Please note that candidates must bring originals of the above documents. Photocopies or certified copies are not acceptable.



TERMS OF APPOINTMENT

The role will attract a competitive salary in line with qualifications and experience, and the successful candidate will enjoy a range of employee benefits as part of the GDST.



Any offer to a successful candidate will be conditional upon:

- receipt of at least two references, satisfactory to the school (if not already received), prior to appointment
- verification of identity and qualifications
- a satisfactory DBS Disclosure at the enhanced level
- satisfactory completion of any pre-employment checks as relevant such as an online search and those to check whether you are registered for or prohibited or restricted from practicing certain professions or roles
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- satisfactory completion of the probationary period

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