



ROYAL  
HOSPITAL  
SCHOOL



## RECRUITMENT PACK FOR THE ROLE OF **INTERNATIONAL ADMISSIONS OFFICER**

*As soon as possible*

<b>EMPLOYMENT STATUS</b>	Full Time /Permanent
<b>SALARY</b>	£27,000 - £30,000 gross per annum depending on experience
<b>CLOSING DATE FOR APPLICATIONS</b>	09:00 on Monday 25 May 2026
<b>INTERVIEW DATE(S)</b>	Monday 1 June 2026



## KEY FACTS

**Type of School:** Co-educational, boarding and day

**Age range:** 11 – 18

**Number of pupils:** Approx. 560

**Percentage of boarders:** Approx. 51%

**Percentage of international pupils:** Approx. 24%

**Fees per term:** Boarding £12,906– £16,617 and day £7,326– £8,521

**Memberships:** HMC (The Heads' Conference)

BSA (The Boarding Schools' Association)

ISC (Independent Schools Council)

**ISI result summary:** RHS met all the standards and regulations in the January 2025 inspection.

Read the excellent full report here:

[royalhospitalschool.org/about/isi2025](https://royalhospitalschool.org/about/isi2025)



# THE ROYAL HOSPITAL SCHOOL



## WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Steve Dixon  
Acting Headmaster

## NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual,

getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.



# TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.



In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A\*-A or Distinction\*-Distinction, 69% at A\*-B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction\* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9-8, 56.3% at grades 9-7 (an increase of over 5%), and 97.8% at grades 9-4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.



# CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



## FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.



## WELLBEING



As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

## ENVIRONMENTAL SUSTAINABILITY



Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.



# PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

<b>Admissions Officer</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; qualifications</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a customer-facing and/or administrative role.</li> <li>▪ Experience of stakeholder engagement and relationship building.</li> <li>▪ Experience of coordinating and delivering events or managing multiple concurrent tasks.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in the education sector, particularly within an admissions or marketing environment.</li> </ul> <p><b>And/or</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working in international admissions, marketing or sales.</li> </ul> <p><b>And/or</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working with international families or agents.</li> </ul> <p><b>And/or</b></p> <ul style="list-style-type: none"> <li>▪ Experience of UKVI compliance processes and visa administration.</li> </ul>
<b>Skills &amp; attributes</b>	<ul style="list-style-type: none"> <li>▪ Exceptional administrative skills, with strong proficiency in Microsoft Office.</li> <li>▪ Excellent attention to detail and accuracy.</li> <li>▪ Highly organised, with the ability to manage competing priorities and meet deadlines.</li> <li>▪ Clear and professional written and verbal communication skills.</li> <li>▪ Strong interpersonal and customer service skills, with the ability to build rapport quickly.</li> <li>▪ Ability to use initiative and work independently, while contributing effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of using CRM or database systems (e.g. HubSpot, iSAMS or similar).</li> <li>▪ Awareness of the independent school sector.</li> <li>▪ Confidence in presenting to groups, including prospective families and agents.</li> </ul>

# PERSON SPECIFICATION

	<ul style="list-style-type: none"><li>▪ A proactive and positive approach, with a commitment to continuous improvement.</li><li>▪ Flexibility and willingness to support events and activities outside normal working hours when required.</li><li>▪ Alignment with the School's values, ethos and commitment to providing an exceptional pupil and family experience.</li></ul>	
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# JOB DESCRIPTION

International Admissions Officer	
Salary band	Circa £27-30K
Department / reporting to	Head of Admissions (International)
Hours per week / weeks per year	<p>Full time, circa 40 hours/week</p> <p>Core working hours are from 08:30 to 17:00 Monday to Thursday, and 08:30-16:30 on Friday, however due to the nature of the role flexibility will be required, with some evenings/weekends required.</p> <p>Part-time and flexible requests will be considered (minimum 0.6 FTE).</p>
Employment status	Permanent
Purpose and objectives of role	<ul style="list-style-type: none"> <li>• The post holder will support the full international admissions journey, from initial enquiry through application, assessment, interview, offer and induction.</li> <li>• Provide exceptional administrative support, ensuring full compliance with UKVI requirements at all stages of the admissions process.</li> <li>• Play a key role in establishing and maintaining strong relationships with prospective families and agents across international markets.</li> <li>• Work collaboratively as part of the Admissions Team, contributing to a supportive, efficient and professional working environment.</li> <li>• Act as a prominent ambassador for the Royal Hospital School, delivering excellent customer service and promoting the School's values, ethos and distinctive offering.</li> </ul>
Key areas of responsibility, tasks, and duties	<p><b>Enquiry Management</b></p> <ul style="list-style-type: none"> <li>• Respond to telephone and email enquiries in a timely, professional and welcoming manner.</li> <li>• Maintain accurate and detailed records of prospective families and pupils using HubSpot and iSAMS systems.</li> <li>• Fulfil prospectus requests and direct specific enquiries to relevant members of staff where appropriate.</li> <li>• Proactively follow up enquiries to maximise conversion from enquiry to visit.</li> <li>• Consistently deliver an exceptional standard of customer service, ensuring a positive experience at every stage of the admissions journey.</li> </ul> <p><b>UKVI Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintain up-to-date knowledge of UKVI regulations and compliance requirements.</li> </ul>

# JOB DESCRIPTION

- Alongside the Head of Admissions (International), ensure the School remains fully compliant with UKVI and associated regulatory requirements, supporting a smooth and efficient visa application process.
- Work in partnership with the School's UKVI support provider to manage the issue of student visas.

## **International Agent Coordination**

- Support the management of Royal Hospital School and Inspired Learning Group international agent relationships.
- Deliver a high standard of communication and service to agents, ensuring timely responses and a professional experience.
- Assist in coordinating agent activity, including visits, events and ongoing engagement.
- Maintain accurate records of agent interactions and performance using CRM systems.
- Work closely with colleagues to support agent-driven recruitment activity and maximise pupil enquiry and conversion opportunities.

## **Admissions Events Coordination**

- Arrange and deliver individual tours for prospective families, ensuring a personalised and engaging experience.
- Organise and deliver online events, including webinars and virtual tours, to support international engagement and recruitment.
- Ensure all aspects of a pupil visit create an excellent first impression and a high-quality customer experience.
- Proactively follow up visits and gather feedback to maximise conversion from visit to registration.
- Assist in the planning and delivery of Welcome Weekend and induction programmes for new pupils.
- Support the wider Admissions Team in the delivery of domestic admissions events, including Open Mornings and Experience Days.

## **Application Coordination**

- Maintaining detailed records throughout process
- Processing Registration Fees and deposits
- Processing scholarship applications and distributing information for consideration to relevant colleagues
- Contacting candidates' current schools for confidential references
- Arranging interviews
- Assisting in the organisation and delivery of entrance examinations and scholarship assessments
- Organising and invigilating ad hoc entrance assessments
- Preparing offer letters and Parent Contracts
- Processing acceptances and relevant forms

# JOB DESCRIPTION

- Preparing online forms for medical information, transport requirements, music and drama lessons and other relevant forms and collate responses
- Liaise with colleagues across the School to support individual pupil needs and ensure smooth onboarding, keeping teams informed of incoming pupils.

## **Domestic admissions**

- The role has a focus on international admissions; however support may be required for domestic admissions - reflecting the peaks and troughs of demand in the team across the academic year. Duties may include responding to the enquiries, communicating with prospective families, supporting pupil tours and events and supporting administrative duties.

**Other administrative tasks** as directed by the Director of Admissions & Marketing, Head of Admissions or their nominee

# THE BENEFITS



## PENSION

Pension Scheme



## FEE REMISSION

School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



## USE OF FITNESS FACILITIES

Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



## HEALTH PROVISION

Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



## PROFESSIONAL DEVELOPMENT

There are plenty of opportunities for staff development, including INSET.



## DEATH IN SERVICE

The school has a Death in Service benefit of 1 x basic salary.



## MEALS

Lunch provided during term time.



## CYCLE TO WORK

Access to the Cycle to Work scheme.



## COMMUNITY

You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



## WESTFIELD REWARDS

Discounts from various high street and online outlets.



## ONSITE PARKING

Free onsite parking.



## REFER A FRIEND SCHEME

Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

# HOW TO APPLY

## APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on [recruitment@royalhospitalschool.org](mailto:recruitment@royalhospitalschool.org) or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

**NOTE:** Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

