

Candidate Brief

Assistant Head of Admissions & Prep and Nursery Lead

FULL-TIME | 52 WEEKS PER YEAR

REQUIRED AS SOON AS POSSIBLE

Located across two sites in central Guildford, Surrey, the Tormead family is a leading group of schools that includes Little Tormead Nursery (opening in April 2027 for girls and boys aged 6 months - 4 years), Tormead Prep (girls aged 4-11), Tormead Senior & Sixth Form (girls aged 11-18) and Rydes Hill Pre-Prep and Nursery School (children aged 2-7). Rydes Hill joined the Tormead family in 2025, with plans to gradually become fully co-educational through to Year 6 by 2030. Tormead has long enjoyed a reputation for providing an excellent education and exceptional pastoral care for girls and we are excited to be able to offer the same outstanding education at our Rydes Hill campus to families looking for co-educational preparatory schooling in the Guildford and wider Surrey area.

Pupils across all three schools benefit from access to the outstanding facilities at Tormead such as a sprung-floor gymnasium, multi-purpose Sports Hall, auditorium and lecture theatre, as well as the newly developed Urnfield Sports Ground (opened September 2025) which boasts state-of-the-art facilities for hockey, cricket, football and athletics. A shuttle bus operates between the Tormead and Rydes Hill campuses to support families with siblings across all three schools and sibling fee discounts are available.

Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Leadership

The Head leads the whole school with the support of a leadership team. The Executive Group (EG) consists of the Head, Head of Prep School, Director of Finance and Operations, Deputy Head (External Relations), Deputy Head (Academic), Deputy Head (Partnerships) and Deputy Head (Pastoral). The Senior Management Team includes the EG, Designated Safeguarding Lead, Assistant Head (Director of Studies), Deputy Head Prep, Head of HR, SENCo, and Head of Pre-Prep and Nursery (Rydes Hill).

The Prep School Senior Management Team consists of the Head of Prep, Deputy Head Academic, Head of Wellbeing and Learning Support, and Head of Pre-Prep.

School Structure

Little Tormead Nursery opening April 2027. The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



The Prep School

Ethos and vision

With a future women leaders ethos, we provide an educational setting that dispels gender bias and stereotyping. We encourage our pupils to celebrate their achievements, be they four or eleven years old, by asking them to be their own best advocates. Pupils are encouraged to speak openly and proudly about accomplishments in all fields within our broad and balanced curriculum.

At Tormead Prep we are passionate in promoting fluid, creative and outside the box thinking. We encourage curiosity and a lifelong love for learning, preparing our pupils for the future beyond school.

Structure of classes

There are currently just over 220 pupils in the Prep School. Pre-Prep is one form entry in Reception to Year 2 and the Prep is two form entry in Years 3 to 6.

Curriculum

The School offers an academic curriculum to meet the needs of its selective intake. Using higher order thinking skills, such as curiosity, creativity, perseverance and resilience, the girls are encouraged to build on their knowledge and understanding, through a multifaceted approach. This includes learning that takes place outside in our outdoor woodlands learning environment and through the varied and broad selection of after school clubs, visiting speakers, educational day trips and residential trips. All girls enjoy specialist teaching in music, sport and languages. Tormead fosters a real love and enthusiasm for STEM and each year the whole school takes part in InquisiTOR week. Girls from Reception to Year 4 use a class set of iPads to support their learning. From Year 5 the girls use their own devices.



Pastoral

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves several much-anticipated annual events such as House Poetry and House Singing. There are many avenues of pastoral support for the girls with Form Teachers overseen by the Head of Wellbeing, as well as an ELSA for pupils from Reception to Y4 and a qualified school counsellor to support pupils in Year 5 to Year 6. On site we also have two trained healthcare staff.

Extra-Curricular

An exciting and varied extra-curricular programme operates for all pupils in the Prep to support their interests and passions. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at a national level. Tormead is regarded as the top school in the country for gymnastics.

The standard of performance music is high, with several orchestral and choral groups for all levels. Drama performances are much anticipated by both those involved and their audiences.

An important part of the Prep girls' experience is a regular offering of visiting speakers and workshops, day trips and residential trips.










The Site:

A town school, the Nursery and Prep School occupies a site across the road from the Senior School in Guildford. Tormead School has seen significant investment in its development in recent years as the school thrives and continues to grow. Over the past five years, the Prep School has seen renovations and updates in all classrooms and in the playground areas. There are dedicated subject rooms for Science, Music, Art, and Food and Technology lessons.

In June 2025, the house adjacent to the Prep School was transformed from a private property to a beautifully designed school building. Harris House houses the Prep School library, a fully equipped Food Technology room and two very spacious and light-filled Year 5 classrooms. A mindfulness and wellbeing garden provides a serene spot for pupils to relax for calm break-times.

Exciting developments for 2027 include a cutting-edge STEAM room and robotics suite, four beautifully designed nursery classrooms, a dedicated parent hub, and upgraded outdoor facilities to enrich learning, play, and community engagement.

Tormead offers outstanding sports opportunities and Prep pupils regularly ‘cross the road’ to use the sports hall, gymnasium and outdoor courts or are transported by minibuses to our Urnfield Sports Ground which provides facilities for hockey, cricket, football and athletics. Weekly swimming lessons take place at The Spectrum. A performing arts building in Senior School provides state-of-the-art facilities for Prep girls to perform on stage from age 4 to 11 years.

The Prep girls eat in the atrium in Senior School where caterers prepare food onsite for lunches each day.

Assistant Head of Admissions & Prep and Nursery Lead

Located across two sites in central Guildford, the Tormead family is a leading group of schools comprising Little Tormead Nursery (opening in April 2027 for girls and boys aged 6 months - 4 years), Tormead Prep (girls aged 2-7), Tormead Senior & Sixth Form (girls aged 11-18), and Rydes Hill Pre-Prep and Nursery School (children aged 2-7).

Be the warm welcome that starts a family's Tormead journey

We are seeking an organised, personable and proactive Assistant Head of Admissions & Prep and Nursery Lead to join our admissions team. This is an exciting opportunity to play a key role in the launch and growth of Little Tormead Nursery, opening April 2027, and to help shape the experience of the first children and families to join our newest community. Reporting to the Head of Admissions, you will combine a warm, professional approach and meticulous administrative skills in a varied role. You will also deputise for the Head of Admissions, leading whole-school admissions in their absence.

As the first point of contact for prospective Nursery and Prep families, you will provide a warm welcome and a personalised experience. You will build positive relationships in person, by telephone and by email, guiding families from their initial enquiry through to each child's transition into nursery or school life. You will also help plan and deliver Open Mornings, Discovery Events and Taster Sessions, represent the School at Future Schools events, and take part in occasional evening and weekend activities.

About you

You will bring proven experience in admissions, marketing or communications, a track record of excellent customer service, and experience of working with children. Ideally, your customer service experience will include working with families, clients or stakeholders. Confident and approachable, you will build trusting, professional relationships with parents, pupils, colleagues and visitors.

Collaborative, proactive and adaptable, you will have strong organisational and project management skills, enabling you to manage competing priorities independently and with close attention to detail. Experience in a school setting and an understanding of independent school admission cycles would be advantageous.

This is a full-time, year-round role. We offer a friendly, inclusive working environment and a benefits package that includes 25 days' annual leave plus bank holidays, professional development opportunities, and free lunch during term time.

Salary up to £40,000 according to experience and qualifications.

For an informal discussion or to arrange a tour, please contact **Michelle O'Brien**, Deputy Head (External Relations) **mobrien@tormeadschool.org.uk** or call 01483 575101. For further information and to apply for the role, please visit our website **www.tormeadschool.org.uk**.

The closing date for applications is Monday **4 January 2027 at 9.00am**.

Early applications are encouraged, as applications will be considered in the order they are received. The School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.



Job Summary

The Assistant Head of Admissions will be responsible for the day-to-day administration of Nursery and Prep School admissions, ensuring that prospective families receive a responsive, personalised and professional experience at every stage of their journey. The postholder will also deputise for the Head of Admissions, leading whole-school admissions in their absence, as required.

This is a varied front-of-house and administrative role requiring outstanding organisation, attention to detail and strong interpersonal skills. The successful candidate will enjoy building relationships with families, confidently representing Tormead School and delivering excellent customer service.

Main Responsibilities

Nursery & Prep Admissions

- Act as the first point of contact for prospective Nursery and Prep families, providing a welcoming, professional and highly personalised admissions experience from initial enquiry through to enrolment.
- Actively monitor and manage the Nursery and Prep admissions pipeline, ensuring timely follow-up of enquiries, registrations, assessments, offers and acceptances to maximise conversion at each stage of the admissions journey.
- Support the co-ordination and delivery of individual tours for prospective families, ensuring all relevant details are gathered and communicated to the relevant staff.
- Build positive and lasting relationships with families, guiding and supporting them throughout their admissions journey and ensuring every interaction reflects the values and ethos of Tormead.
- Support the successful transition of children and families into the Tormead community, working closely with academic and pastoral colleagues to ensure a positive start to school life.
- Communicate confidently and professionally with prospective families, pupils and colleagues, both in person and via phone and email.
- Work closely with colleagues across the Tormead family of schools to ensure a seamless and well-coordinated experience for prospective families.
- Liaise with primary schools to build relationships and request information/references on applicants.
- Deputise for the Head of Admissions, leading whole-school admissions in their absence, as required.

- Play an active role in supporting the School's recruitment objectives, helping to attract, convert and enrol families who will thrive within the Tormead community.

Administration & Systems

- Maintain accurate admissions records and data, producing reports as required and ensuring compliance with Tormead School policies and procedures, including data protection and confidentiality requirements.
- Contribute to the ongoing development of admissions systems and processes (OpenApply), identifying opportunities to enhance efficiency and the experience of prospective families.
- Act as a key user of OpenApply, ensuring data accuracy, effective utilisation of system functionality and continuous improvement of admissions processes and reporting.

Events & Marketing

- Work closely with the marketing team to support Nursery and Prep pupil recruitment campaigns, ensuring prospective families receive engaging and timely communications throughout their admissions journey.
- Represent the School at Future Schools events, promoting the Tormead family of schools to prospective families.
- Support the planning and delivery of admissions and recruitment events, including Open Mornings, Discovery Events, Taster Sessions and occasional weekend/evening activities.

Continuing Professional Development

- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General

- Ensure confidentiality is maintained at all times.
- Participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and support and uphold fundamental British values.
- Promote and uphold the ethos and values of Tormead School.
- Comply with the School's policies and procedures regarding data protection and record storage.
- Adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the postholder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Key Relationships

Internal: Head of Admissions, Deputy Head (External Relations), Nursery and Prep School SMT, teaching, curriculum support and business staff colleagues at Tormead School.

External: prospective parents, prospective pupils, staff, visitors.



Person Specification

ESSENTIAL

Qualifications & Training

- GCSE in Maths and English at Level 4 or equivalent
- Educated to at least A Level or equivalent
- Evidence of continuing and relevant professional development

Experience

- Proven experience in an admissions role, marketing or communications
- Experience of admissions strategy and conversion analysis
- Experience of marketing and pupil recruitment
- Proven ability to deliver high standards of customer service, ideally in a role involving direct contact with clients, families or stakeholders
- Experience of working with children and the ability to build trusting relationships with ease and professionalism

Knowledge & Understanding

- Highly IT proficient and a confident user of Microsoft Office suite and database management systems
- Enjoy working as part of a team with the ability to work independently

Skills & Abilities

- Outstanding customer service skills
- Confidence in building relationships with a wide range of people and an ability to connect with staff, pupils, parents and visitors
- Strong organisational and project management ability
- Excellent organisational skills and ability to manage multiple projects and deadlines independently
- Strong attention to detail and accuracy in managing records, databases and processes
- Collaborative: works well as part of a team and builds positive relationships across departments
- Proactive and adaptable: takes initiative and responds positively to changing priorities



DESIRABLE

Qualifications & Training

- Degree
- Full UK driving licence for local travel as required

Experience

- Experience of organising visits, tours or customer-facing events
- Experience in a school or educational setting
- Experience of an independent school admissions process, including in a Nursery and/or Prep school setting
- Familiarity with Open Apply,CRM and admissions database systems
- Leadership or supervisory experience

Knowledge & Understanding

- Understanding of independent school admission cycles
- EYFS/Nursery expertise
- Knowledge of safeguarding and data protection requirements relating to pupil and family information
- An understanding of the independent school sector

Skills & Abilities

- Proficient use of Excel for data analysis and tracking
- Admissions strategy and conversion analysis



Tormead Values

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.



This is a fantastic opportunity to join Tormead and have a significant impact on the School's future growth and success as it continues to evolve.



Benefits

We offer a friendly and inclusive working environment. Our benefits package includes a salary of up to £40,000 according to experience and qualifications, a generous contributory pension scheme, free lunch and refreshments during term time, and use of on-site sports facilities. Visits to the School are warmly welcomed so that you can experience the atmosphere and values of our setting first-hand.

Applications

For more information and to apply for the role, please visit our website **www.tormeadschool.org.uk** or contact the HR team **recruitment@tormeadschool.org.uk.**

Deadline for applications

The closing date for applications is **Monday 4 January 2027 at 9.00am**. However, 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 should the ideal candidate(s) be identified.



Tormead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School's Child Protection Policy at all times including attending mandatory training every three years.