



KING'S COLLEGE SCHOOL  
WIMBLEDON



ASSISTANT HEAD (ADMISSIONS)



# WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating over 1,500 pupils, we welcome boys aged 7-18 and girls aged 16-18. Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact in the world.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A\* or equivalent last summer, and we were delighted to be the highest placed independent co-educational day school and Independent International Baccalaureate School of the Year in The Sunday Times Parent Power 2025.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to ensuring that ours is a community where each individual feels that they can belong, are central to our ethos. Likewise, we share a deep commitment to the co-curriculum, which enables our pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029. Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our Junior School to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Likewise, as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton  
Head



## THE ROLE

We are seeking to appoint an Assistant Head (Admissions) from September 2026. The postholder will be a key strategic leader with responsibility for ensuring the admission of outstanding pupils to the school.

Working closely with the Head and the senior management team, the postholder will lead all aspects of pupil recruitment and enrolment, both strategic and operational, shaping and delivering an outstanding admissions experience for prospective pupils and their families, and ensuring every family's interaction with King's is welcoming, efficient and inspiring. An experienced senior leader with an understanding of complex and fast-paced organisations, the postholder will play a key role furthering the school's strategic objectives. Committed to supporting our values and contributing to the long-term strength of the school, they will be excited by the opportunity to join us as we enter the next phase of our development, preparing to embark upon our third century in 2029, to extend co-education through the school, and to open a new junior school campus.

The postholder will work effectively across the Corporation of King's (senior school, junior school, and Wimbledon Common Preparatory School), as well as across the school's broader operations to support best practice in admissions. They will work closely with a wide range of departments and senior staff and will be a member of the school's extended leadership team. Notably, the postholder will work closely with the Director of Marketing and Communications to ensure the marketing strategy is aligned with the school's

recruitment.

The key responsibilities of the post will include those set out below. This role description is designed to be indicative rather than restrictive and will be subject to review.

Reports to: Senior Deputy Head

Line manager: Admissions team

### KEY RESPONSIBILITIES

#### Strategy development and leadership

- Develop and deliver a comprehensive admissions strategy aligned with the school's strategic objectives and pupil recruitment aims, ensuring that admissions activities are informed by, and responsive to, the school's strategic priorities, and to information gained through marketing and communications activities.
- Have responsibility for meeting agreed pupil recruitment targets.
- Oversee the regular collection of data and the use of market analysis to monitor trends, forecast enrolments, inform future pupil recruitment strategies and in collaboration with other staff, work to produce school roll projections.
- Support the successful implementation of full co-education in conjunction with respective Heads across the Corporation over the coming years.
- Continuously review and develop our scholarships programme to ensure King's attracts and supports outstanding pupils, working closely with relevant senior



## THE ROLE (continued)

- Continuously review and reflect on the school's accessibility, promoting the development of initiatives that broaden the school's reach and appeal to applicants from all parts of our local and wider communities.
- Drive initiatives to broaden access and increase enrolment of bursary candidates, working with the bursaries and access officer and deputy head (futures and communities) to ensure admissions processes are fair, evidence-based, and reflective of industry best practice across the Corporation.
- Contribute to school-wide strategy and policy development and implementation as appropriate.

### People leadership

- Lead the admissions department, ensuring that it continues to work efficiently, to a high standard, and fulfils the school's admissions objectives and reflects King's values.
- Inspire and support the admissions team to achieve at the highest level, setting clear objectives and nurturing a positive working environment with a culture of collaboration, professionalism, and continuous improvement.
- Engage colleagues across the school in admissions activity, championing a customer care mindset, and engaging academic and pastoral staff in supporting excellence in admissions.

### Operational management and admissions journey

- Oversee all aspects of admissions, including end-to-end process management, liaison with relevant school staff, coordination of bursary process and scholarship activity, and effective and timely communication with prospective parents and feeder schools.
- Lead the identification, development, and implementation of innovative technology solutions to enhance admissions processes, optimise the applicant journey, and ensure that systems and workflows effectively support the delivery of the departmental plan.
- Collaborate closely with the director of marketing & communications and their team to ensure consistent messaging and an exceptional applicant journey throughout the admissions process.
- Oversee smooth transitions for incoming pupils and parents, including internal transfers from the junior school to the senior school.
- Monitor the effectiveness of the school's activities in admissions by developing KPIs and systems, gathering and analysing data where appropriate, to inform further developments.
- Produce timely reports for the senior team and governors, using data insights to inform planning and strategy.
- Remain informed of national and international market trends and sector developments, commissioning and analysing market research and competitor benchmarking where appropriate to inform strategic decision making.



## THE ROLE (continued)

### External relations and events

- Build and maintain warm and positive relationships between King's and its wider communities, ensuring feedback and insight shape present and future admissions practices and strategy.
- Work closely with relevant senior staff across the Corporation to develop and coordinate all admissions-related events.
- Oversee all events linked to admissions processes, including test days, activity mornings, interviews, scholarship days and offer-holder events, ensuring these are effective for each stage in the applicant journey, are welcoming, high quality, aligned with the school's brand and values, and achieve admissions objectives.
- Support the director of marketing and communications to develop and coordinate open events.
- Represent the school at events as appropriate, building relationships and gathering feedback, travelling to those events where necessary.
- Develop, facilitate, and support the delivery of a comprehensive feeder school strategy, develop new feeder school relationships to support recruitment, enhance visibility, and facilitate the school's move to full co-education.
- Lead the department's communication with parents and feeder schools to develop and maintain excellent relationships, offering feedback as appropriate.

### Compliance and EDI

- Ensure full compliance across admissions with UK data protection law, including the UK GDPR and Data Protection Act 2018, by maintaining robust systems and processes for the secure collection, storage, and

handling of personal data relating to applicants, pupils, and families.

- Uphold the highest standards of safeguarding practice, ensuring that all admissions processes and staff conduct align with statutory guidance such as Keeping Children Safe in Education, and that potential safeguarding concerns are identified and escalated appropriately in line with school policies.
- Promote equality, diversity, and inclusion across all admissions activity, ensuring that procedures are fair, accessible, and consistent with the Equality Act 2010, and that the school's admissions processes reflect its commitment to widening access and eliminating discrimination.
- Ensure compliance with HMC Code of Practice and other applicable guidance and regulations.

### Other

- Coordinate relevant staff training and INSET as required.
- Undertake any other reasonable task as requested by the head, senior deputy head or the senior team.

For a candidate with a teaching background, it is expected that the postholder will contribute to other school activities, for instance by contributing to the academic, co-curricular or pastoral life of the school.



## THE PERSON

The ideal candidate will be able to take a strategic view and have experience at a senior level working collaboratively with senior leaders. They will be highly articulate, persuasive, and able to inspire and engage different audiences.

The successful candidate will be able to demonstrate:

- Experience in a leadership role, and an ability to understand multiple perspectives and the potential implications of decisions taken in school settings.
- A strategic approach to working across complex organisations, with an aim to further the school's priorities.
- A genuine interest in developing and implementing effective admissions strategies.
- Willingness to engage in the day-to-day operational activities.
- Strong leadership and team management capabilities, with a collaborative and collegiate approach.
- Commitment to high standards, professional excellence, and the achievement of organisational goals.
- An energetic and proactive approach, with a continual drive for improvement and innovation.
- Forward-thinking creativity, with the ability to plan strategically and maintain a broad perspective.
- Outstanding interpersonal, written, and verbal communication skills, with confidence in public speaking.
- A diplomatic and professional manner, demonstrating calmness, resilience, and tenacity under pressure.
- Proven experience in project management and

delivery of successful outcomes.

- Competence in financial planning, budgeting, and effective resource management.
- Proficiency in relevant IT systems and digital tools to support operational effectiveness.
- The ability to engage, influence, and build relationships with diverse and senior stakeholders.
- A strong understanding of the independent school sector, with a commitment to ensuring communications, marketing, and admissions are outward-looking, accessible and inclusive.



## HOW TO APPLY

### Application Process

**Closing date: Wednesday 11th March 2026 at 9am**

**Interviews: TBC**

To apply for this role, please register your details online via our website [www.kcs.org.uk](http://www.kcs.org.uk) (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form which includes a covering letter.

**Cover letter:** Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests.

**Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.**

The interview process is expected to include some or all of the following activities:

- i. one or more interviews
- ii. teaching an observed lesson (details will be provided

prior to interview; preparation work will be required in advance)

- iii. a written task
- iv. a school tour
- v. an opportunity to meet members of the department

Arrangements will be confirmed prior to interview, and further details provided.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact [recruitment@kcs.org.uk](mailto:recruitment@kcs.org.uk) or telephone the HR department (020 8255 5308) to find out more.

We are happy to reimburse reasonable travel expenses.



## WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Professional services staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole professional services staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of professional services staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory professional services staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution

/ 5% employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

# WORKING AT KING'S - STAFF PROFILES



"Since starting at King's, I have thoroughly enjoyed working with extremely able and enthusiastic students and colleagues. The academic challenge central to the school's ethos means that work in and outside the classroom is always stimulating and fast-paced. I have had the opportunity to take on new roles in the school early in my time at King's, and appreciate seeing the variety of routes that my career could take here. Having come from an IB only school, I have felt supported taking on the A Level. The school also has its own internal programme of professional development which I have benefitted from, and the range of short courses on offer mean that I can stretch different areas of my professional practice."

**- Dr Cheung**  
**Head of French, Academic Enrichment Coordinator and Equality and Diversity Mentor**

"I enjoyed a rewarding career as an engineer before moving directly into teaching to King's. Joining King's has allowed me to share my technical knowledge with students, whilst participating in the school's thorough and well-structured internal teacher training programme. The weekly sessions and support from colleagues have been invaluable in preparing for my teaching qualification. Beyond the classroom, I have contributed to exciting co-curricular activities such as the F24 race car project and the CCF RAF, drawing on my previous experience. Highlights have included leading engineering trips to Japan and adventure training closer to home, which have enabled me to inspire students and share my passions."

**- Mr Chandler**  
**Teacher of Design and Engineering and Head of Lower School Glenesk**



"King's is a dynamic, positive school committed to the wellbeing of all. Staff-pupil relationships are exceptionally good, and members of staff are unfailingly supportive. Pupils are motivated and keen to learn; it is stimulating to work in an academically fulfilling environment. The pastoral system is strong, and I find my role as a tutor the most rewarding. There are many opportunities for professional development, either through in-house courses or via new roles – indeed, I have enjoyed many different responsibilities. To teach and learn in beautiful surroundings and with outstanding facilities makes working at King's a joy."

**- Ms Davis**  
**Director of Staff Welfare, Bursary Engagement Officer and Teacher of History**

"Prior to joining King's I had not stayed at any school longer than three years; nineteen years later and I am still here. King's is by far the best school and environment I have ever worked at. Everyone from pupils to teaching staff are kind, welcoming and above all else they all look out for one another. I have learnt how to be a good teacher and leader at King's and been given opportunities to further develop my career others can only dream off. I love being a part of this community"

**- Ms Chan Ramgoolam**  
**Director of Public Occasions and CCF Contingent Commander**



"I started King's as a Graduate Sports Assistant and then after completing my teaching training, I spent four years as a junior school PE and Games teacher before progressing into the senior school to become the Head of Football. Throughout my time at King's, I have been supported by outstanding colleagues and the progress I have made is down to their dedication and invaluable advice. The work I have done with the African Caribbean Society on diversity and inclusion has been hugely rewarding; the society aims to ensure all pupils feel valued in our community leading to better outcomes for everyone"

**- Mr Joshua Barrington**  
**Acting Deputy Director of Sport & Physical Wellbeing and Head of Football**



## SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- social media checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

**This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.**



## INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

*King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.*

**If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format of assessment papers such as audible, Braille or large print versions.**



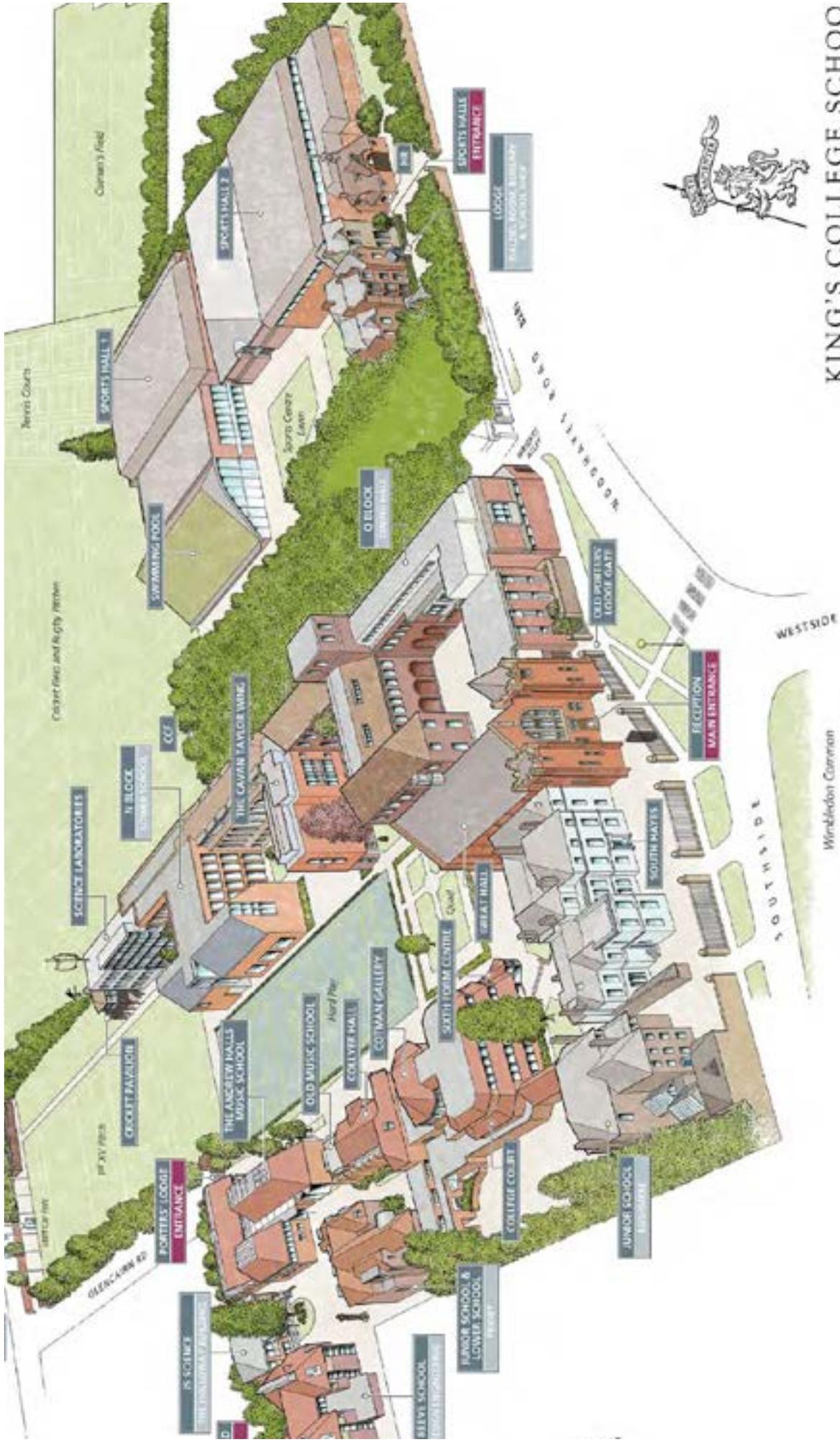
## LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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