



THE  
KING'S SCHOOL  
CANTERBURY

# Admissions Manager





# Welcome

Dear Candidate,

This is an exciting opportunity to play a leading part in the Admissions team of The King's School Canterbury, one of the most prestigious and historic schools in the world.

We are looking for an Admissions professional who, ideally, has worked in a school or higher education. We are aiming to build a first-class Admissions operation that will be a beacon of excellence within The King's School. The Admissions Manager will lead a hardworking team, build relationships with parents and oversee the processes involved with a busy Admissions department. Our Admissions Manager will report to the Director of Admissions.

While this role will predominantly be focused on the Senior School, you will also be involved with Junior King's and The International College. You will have a team of four reporting directly to you and will be part of the unified external team which comprises 20 people across Admissions, Marketing, Communications and Development.

I hope you will find this opportunity interesting and we are very much looking forward to meeting you.

Best wishes,

Edward Gibson, Director of Admissions





# Key Responsibilities

## **Management**

Run the Admissions Office and prioritise staff workloads. Be the team's first point of contact for any work-related queries.

## **Parents**

Provide the highest standard of service to parents, building relationships with them over time. Oversee the efficient administration of enquiries and registrations (turnaround within 24 hours). Ensure excellent conversion rates of appropriate enquirers to joiners. Give advice on procedures for entry and House choice and supervise visits and interviews. Ensure the coordination of parental visits (interviews, testing, tours with guides etc) is being managed effectively daily.

## **Administration**

Be happy to roll your sleeves up. Load registrations, send acknowledgements to parents, request Head's references, make offers, keep a record of House choices, update ISAMS, book rooms, organise invigilators. Oversee administration of offers, acceptances and joining process and follow up where needed.

## **House Allocation**

Work with the Director of Admissions and Housemasters/mistresses (HSMs) on House numbers, keeping an accurate record of where spaces are across the school, reporting to SLT, to ensure these places are filled wherever possible.

## **Admissions Events**

Work with the Director of Admissions to manage the organisation of high-quality admissions events such as Open Days, Sixth Form Entrance Examinations, 13+/14 King's Entrance Examinations, Scholarship Examinations and other Assessment Days.

## **Scholarships**

Plan, organise and prep all relevant information for all 13+ and 16+ Dance, Drama, Art, Design and Technology, Sports and Academic Scholarships.

# Key Responsibilities

Update forms, plan dates and Assessment Days, arrange interview times and accommodation for candidates.

## **Measurement**

Work with the Data and Performance Administrator to analyse enquiries, registrations, offers and acceptances (conversion rates) to identify progress towards, and achievement of, recruitment goals as defined by the Head, SLT and Director of Admissions.

## **Non-joiner insights**

Work with the Data and Performance Administrator to accurately record and monitor non-joiner feedback. After successful implementation, provide regular conversion reports and the reasons behind rejections to the Director of Admissions and SLT (when necessary). Ensure all detail is accurately recorded/logged.

## **Feeder Prep Schools**

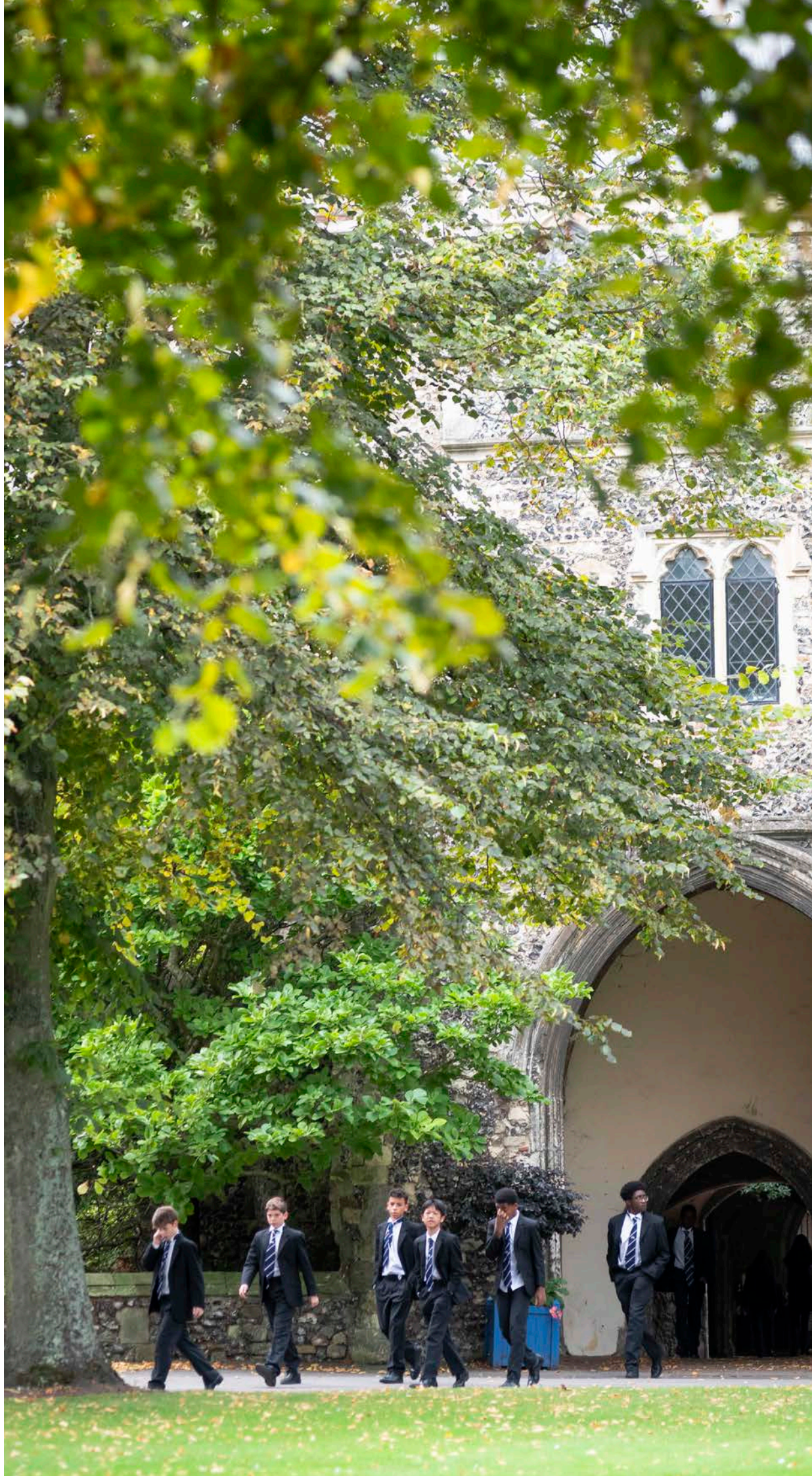
Work with the Director of Admissions and the Data and Performance Administrator to keep the Main Feeder Prep School database updated, prepare a visits plan for the Director of Admissions and Head of Shells/HSMs, (with feedback) and keep the Prep Schools informed of entry procedures/scholarship information. Contact Prep Heads for HM References/CE candidate information.

## **Website**

Work with the Director of Admissions and the Marketing department to oversee the Admissions section of the senior school website, specifically including procedures, online enquiry forms, registration forms, Examination entry forms and sample papers.

## **Miscellaneous**

Carry out any other duties as reasonably requested by the Director of Admissions.



# Essential Skills

## Skills

- Excellent written and verbal communication skills including relationship building and networking skills
- Excellent written English
- Ability to demonstrate successful and effective customer relations skills
- Digitally able and proficient in Microsoft tools, notably Excel
- Proficient in the use of ISAMS
- Analytical skills
- High levels of administrative skills and attention to detail and confidentiality
- Exceptional organisational skills and the ability to prioritise/delegate effectively in order to meet deadlines

## Personal Qualities

- Outgoing, confident and friendly personality
- Excellent telephone and personal manner
- Willingness to get involved
- Responsiveness, notably the ability to provide a high level of service
- Ability to work as part of a team and a good manager of people
- A hard worker
- Enthusiasm and positivity
- Discretion and integrity



# Qualifications

- Educated to first degree level (or equivalent standard)

# Experience

- Experience in a school or educational admissions function
- Knowledge of the independent school sector
- Experience in managing parent relationships in an educational context
- Experience of managing a team



# Our Schools

The King's School Canterbury is a co-educational, full boarding and day school, educating pupils from aged 3 to 18. We have 3 schools based in Canterbury, as well as 2 franchise schools overseas in Shenzhen (China) and Vattanaacville (Cambodia).

All the schools pride themselves on the dual pursuit of academic and co-curricular excellence, whilst offering high levels of pastoral care. With a strong international intake, King's prides itself on being a traditional British school with a global ethos. As well as the core academic subjects, King's is well known for music, creativity and the performing arts.

## **The King's School Canterbury** (the Senior School)

The Senior School educates children from 13-18, both boarding and day pupils. It is situated in a UNESCO World Heritage Site in the heart of the historic Cathedral city of Canterbury in Kent. Steeped in history, the school occupies various sites around the Cathedral and its medieval Precincts. There are currently 873 pupils on the school roll, 446 boys and 427 girls, 670 of whom are boarders. The pupils occupy 6 boys' boarding houses, 7 girls' boarding houses and 3 day houses. The school welcomes many international pupils from countries like Hong Kong, Ukraine and Russia.

## **Junior King's** (the Prep School)

Junior King's occupies 80 glorious acres on the banks of the River Stour, in Sturry, 3 miles from Canterbury. Originally founded in 1879, the Junior school started its life in the heart of Canterbury. However, in 1929 the school moved to Sturry and was opened by Rudyard Kipling. In its picturesque setting, the school boasts a sixteenth century Manor House and Tithe Barn. There are currently 381 pupils at Junior King's, 207 boys and 174 girls, of whom 22% are boarders. Again, the school welcomes international pupils from a range of countries, particularly for boarding places.

## **The International College** (for international pupils)

The International College was launched in 2018 and is effectively a foundation school for international pupils, aged 13 to 17, who wish to enter the British education system. With state-of-the-art facilities, it is ideal for pupils who wish to improve their English language skills, fast-track their GCSEs and be prepared for entry into a British school, (often King's senior school). There are currently 40 boys' and 40 girls' spaces. The International College occupies a modern, award-winning building and is situated on the outskirts of Canterbury city.



# Canterbury

The School is at the heart of the city, with much of the School nestled around the Green Court, within the Precincts of Canterbury Cathedral. This creates a beautiful and tranquil working environment, within a small but bustling city, which is also home to two universities. The River Stour runs through the heart of the city, with boat tours giving a chance to see some of the city's hidden gems. There is also a busy high street, plus gorgeous medieval lanes, and a good range of shops, plenty of places to eat, 2 cinemas and a city theatre that sees performances ranging from Shakespeare's Julius Caesar and Matthew Bourne's Sleeping Beauty to stand up comedy and critically acclaimed musicals. If the history in the city is not enough, there are plenty of castles to visit nearby. There is beautiful countryside all around the city with plenty of pretty villages nearby, as well as Blean Woods where wild bison now roam. The coastline is an easy journey away by car or train, with a variety of sandy beaches, cliffs and long coastal walks. The M25 and M20 are easily accessible making Gatwick and Heathrow within reasonable driving distance, and there is the high-speed train link into London, getting you to St Pancras in just under an hour. For those wanting the continent, Dover and Folkstone are just a short car journey away.



# Applications

Applications should be submitted online through the King's School website ([Current Job Vacancies](#) • [The King's School, Canterbury \(kings-school.co.uk\)](#)) and must include a Cover Letter addressed to Edward Gibson, Director of Admissions and a CV, by 26 August 2024.

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# Terms of Appointment

It is hoped that this post will start as soon as possible and will be an in-person role at the School.

Package and benefits include:

**Salary** - £45k, a full-time position (52 weeks)

**Holiday** - 25 days holiday a year

**Pension** - The School will contribute up to a maximum of 10% salary (with an employee contribution of 7.5%)

**Gym** - Personal Gold Membership of our School Recreation Centre



# Other requirements

There is a requirement for flexibility to work irregular hours, including evenings and weekends, during peak recruitment periods.

During term time, the Admissions Manager will need to be available for Open Mornings and Assessment Days on Saturdays.

## Training

The Admissions Manager may, from time to time, be required to undergo training relevant to the Key Responsibilities above or related functions. The cost of the training and reasonable expenses (which must be approved in advance by the Line Manager and Bursar) will be borne by the School.



# Child protection

The postholder is expected to demonstrate an understanding of and commitment to, the safeguarding and welfare of children and young people. The school has clear safeguarding and Child Protection policies and procedures in place which the postholder must comply with at all times.

# Equality, diversity & inclusion

We are committed to promoting equality of opportunity. We aim to ensure that no applicant or employee is unfairly discriminated against as a result of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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