

ROYAL  
ALEXANDRA  
& ALBERT  
SCHOOL



# Admissions Manager

JOIN OUR TEAM



# ABOUT OUR SCHOOL

The Royal Alexandra and Albert School has a long history. Originally the School was two orphanages: the Royal Alexandra School, founded in 1758, and the Royal Albert School, founded in 1864 as a national memorial to Prince Albert. An Act of Parliament amalgamated both institutions in 1949 to create the current School. For much of their history both orphanages enjoyed Royal Patronage which has continued to this day; the School's President is Her Royal Highness the Duchess of Gloucester.

The School is located in 260 acres of beautiful parkland in Gatton Park near Reigate, Surrey, within short distance of Gatwick and Heathrow airports, as well as London. It is in an ideal location for students and staff to live. Our large site allows us to have extensive sporting facilities, including floodlit all-weather sports pitches, fitness centre, indoor swimming pool and equestrian centre.

The Royal Alexandra and Albert School is a co-educational, non-selective state boarding school, for boys and girls aged 7 - 18, with compulsory Saturday morning enrichment lessons and longer holidays.

This is a boarding school with Flexi Boarding students attending from the local area and a lively community of around 400 Full Boarders, heavily involved in a wide range of after-school and weekend activities and trips. With around 1,050 pupils, the School has grown gradually, maintaining its focus on strong academic results and quality pastoral care.

Our Ofsted inspection of March 2024 states "pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with".

The Royal Alexandra and Albert School continues its long history of providing pupils with rich and valuable life experiences and opportunities, in and out of the classroom, with remarkable wrap around care in a close-knit community.



"Pupils benefit from an exceptionally wide variety of opportunities to develop their skills and interests outside of their taught lessons"

Ofsted 2024



# A STATE BOARDING SCHOOL?

What is a state boarding school?

In a state boarding school, the education provided between 8.30 am and 3.35 pm is financed by government through the Local Authority - in our case Surrey County Council. Everything else: the boarding provision, meals and the activities that we run, is financed by the charges paid by parents.

We have two categories of students:

**Full Boarders** - whose parents currently pay under £19,000 per year (compared to around £38,000 for a major independent boarding school). There is no reduction in charges for weekly boarders. Around 200 boarders remain at School on Saturday nights.

**Flexi Boarders** - who are attached to boarding houses, are entitled to all meals, take part in all activities and sleep between 7 and 10 nights per year in School. Flexi Boarders can stay at the School from before breakfast until the bedtime of their year group. The yearly charge for Flexi Boarders is less than £7,500.

We have Saturday morning enrichment lessons, compulsory for all students up to Year 11. There are no compulsory exeat weekends.

Places for local Flexi Boarder students are very heavily oversubscribed.





## A MESSAGE FROM OUR HEADTEACHER

At The Royal Alexandra and Albert School, we pride ourselves on our commitment to providing a nurturing environment where every individual is valued, supported and encouraged to reach their full potential.

Our recent Ofsted report highlights the significant strides we've made in addressing areas for improvement, including reading, curriculum progression and personal development. Through the dedication and industriousness of our colleagues, we've seen marked improvement in our school's performance, a testament to our shared vision of enhancing the life chances of our young people.

A key strength of our school is the positive relationships between staff and students, fostering a culture where pupils feel safe, cared for and confident in reporting any concerns. We believe in not only academic achievement but also holistic development, as evidenced by our 'Outstanding' grading for personal development. From our diverse co-curricular offerings to our commitment to adaptive teaching and consistent behaviour policies, we are continuously striving to provide the best possible learning environment for all.

As we celebrate our achievements, we also recognise that there is still work to be done. Moving from 'Good' to 'Outstanding' is our next goal, and we are committed to the ongoing journey of improvement.

I invite you to join us on this journey of excellence, where together, we can empower the next generation to thrive and succeed. Thank you for considering The Royal Alexandra and Albert School as a place to inspire and be inspired. We look forward to welcoming you to our vibrant community.

M.P. Thomas BSc(Hons), PGCE (Cantab)  
Headteacher

# WHAT WE STRIVE FOR



## PURPOSE

We exist to give our children a distinctly different start in life, preparing them for the world with hope, optimism, compassion and empathy.

## VISION

Our community enhances lives, ignites curiosity and inspires compassionate leaders.

## OBJECTIVES

- An ambitious and effective curriculum
- Exceptional behaviour and attitudes
- Exemplary personal development
- Inspirational and transformative leadership
- Excellent boarding and co-curricular provision
- Life enhancing opportunities through our charitable aims

## GOALS

- Outstanding Section 5 inspection
- Outstanding Boarding and Social Care inspection
- Effective and sustainable use of resources



## VALUES



Ambition



Courage

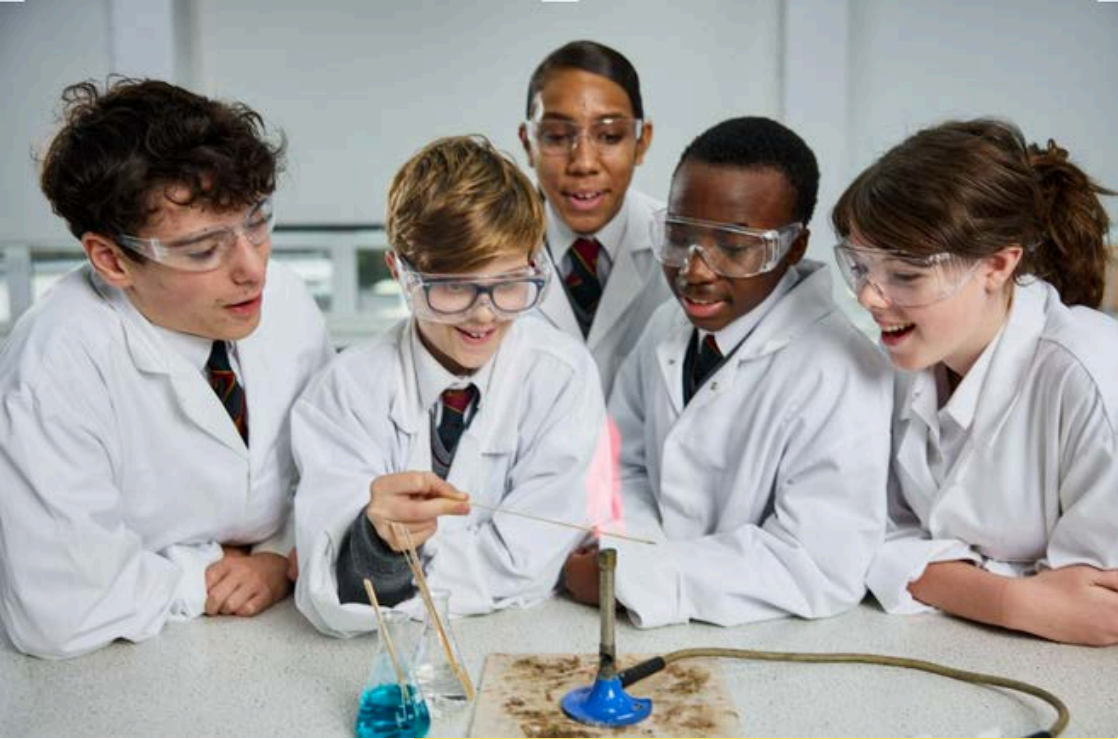


Integrity



Respect





## MEET OUR STUDENTS

"pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with"

Ofsted Report 2024

We are incredibly proud of our students. The School's renewed behaviour policy is effective in supporting good behaviour, as was stated in our recent Ofsted report.

You will be teaching and supporting children who know the value of their education and have a strong willingness to learn.

Happy children are the easiest to teach which is why pastoral care at our school is one of our highest priorities.

The School has a large number of informed and engaged parents who actively support the work you will be doing with their child. We communicate with parents in a variety of ways, including weekly newsletters, one-to-one meetings, parental consultation evenings, social media and emails.

Our School Foundation supports around 10% of our total students with life-changing bursaries. The core purpose of the Foundation is to accommodate and educate 'Foundationers'. These are students who would benefit from a boarding education and whose parents or guardians are unable to afford such boarding charges.



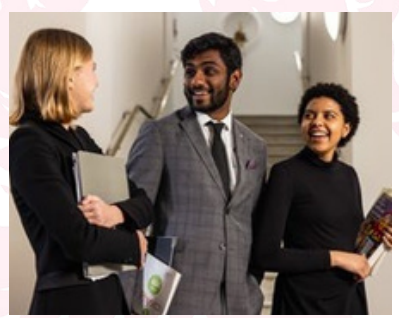
# OUR COLLEAGUES

We believe we have excellent teaching and support teams. There is a high level of professionalism and mutual respect across all our staff. The school leadership will always be ready to support you wherever necessary. As a member of staff at The Royal Alexandra and Albert School you will be part of a strong community that includes over 100 members of staff who live on site, some with their families and pets. There is also a collective sense of pride in the School and the children.

You will work within a departmental structure ensuring that you have key colleagues to liaise with and who offer ongoing support and guidance. Departments meet regularly and there are many informal opportunities to meet and discuss issues. Performance management is run via departmental line management.

As a School we have a large number of support staff, including Learning Coaches. Team work and continuous dialogue ensure that we can provide the best teaching and learning experience for students.

A large number of teaching and non-teaching staff also work within one of our eight boarding houses. This provides extensive opportunities to get to know students, both Boarders and Flexi Boarders, outside of the classroom. Teachers and support staff are able to provide ongoing academic support as well as ensuring that all children feel safe, secure and happy in their boarding house.



# JOB DESCRIPTION

**Post Title:** Admissions Manager  
**Reporting to:** Director of Marketing and Admissions  
**Salary:** £40,000-£42,000 (depending on experience)  
**Contract type:** Full time, Permanent, 40 hours per week, 52 weeks per year  
**Start Date:** September 2025

## The Role

The Admissions Manager will work closely with the Director of Marketing and Admissions to provide inspiring leadership for student recruitment activities, helping to ensure that the school has a world-class admissions team and delivers an exceptional customer journey. They will be responsible for implementing strategies to attract, convert, and admit a pipeline of Full Boarders and Flexi Boarders in line with the organisation's annual targets. The Manager ensures that the associated processes are fair, transparent and efficient, abiding by the Admissions Policy and Admissions Code at all times.

## Key Responsibilities

### Admissions Management

- Lead the application process for Full Boarders and Sixth Form applications from enquiry to conversion, alongside the Admissions Officers. This includes responding to enquiries, organising tours and interviews, making offers and admitting students to the school roll.
- Implement systems to ensure all enquiries, visits and registrations are followed up in an efficient, timely and professional manner to convert leads.
- Lead on the operational elements of the Suitability for Boarding process.
- Lead on Higher Priority applications.
- Lead on School Appeals.
- Manage the Admissions team day-to-day to ensure roles and responsibilities are clearly understood, prioritised and the team performs to the highest standard.
- Be the point of contact with the Admissions Committee, preparing committee papers and updates, leading on the termly Admissions Committee meetings and keeping the committee abreast of new trends and developments.
- Oversee the Mobility Protocol and ensure that joining students and leavers are well managed across the school.
- Oversee and provide support to the Admissions Officers with the more complex admissions processes for Managed Moves, Fair Access protocol applicants, EHCP and SEND applications.
- Lead on operational queries and correspondence with the Local Education Authority.



## Customer Experience

- Ensure a first-rate customer experience is provided to prospective parents and students.
- Actively seek and incorporate feedback from current parents, prospective parents, joiners and non-joiners and feeder schools to refine and enhance future admissions strategies and action plans.
- Foster relationships with prospective families and agents to promote the school and drive recruitment targets.
- Implement campaigns in partnership with the Director of Marketing and Admissions to generate boarding enquiries and maximise conversion to admission.
- Regularly evaluate and report on the effectiveness of admissions strategies to the Director of Marketing and Admissions, recommending improvements and adjustments as necessary, for excellent customer experience.



## Data

- Provide the Director of Marketing and Admissions with accurate data to support forecasting, statistical review, trend analysis and reporting of student enquiry, registration, and conversion data.
- Ensure that student data on the Admissions software, reports, and the school database system is accurately maintained to help track and project student numbers across the School.
- Provide a written termly report to the Director of Marketing and Admissions or as required.



## Recruitment

- Work closely with the Director of Marketing and Admissions on all recruitment initiatives ensuring alignment on objectives and targets.
- Lead all Admissions events such as Open Mornings, Transition Day, etc to ensure they run effectively and positively for prospective families.
- Represent the school at all recruitment events locally, and internationally, in conjunction with the Director of Marketing and Admissions.

## Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders.



- All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.
- Additional duties and responsibilities to be agreed with the Director of Marketing and Admissions.

**Start Date: ASAP**

**The school reserves the right to appoint prior to the closing date.**

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



# PERSON SPECIFICATION

## Experience, Skills and Attributes

Previous experience of working in Admissions and/or in a school environment is desirable but not essential. Training on systems and processes is available.

- Dynamic, confident and personable.
- Excellent interpersonal and communication skills at all levels.
- Excellent organisational skills with the ability to multi-task and prioritise conflicting demands.
- Willing to show initiative and take responsibility.
- Flexible, reliable and committed approach to the role.
- Proven ability to work on own initiative to develop processes and best practice.
- Meticulous attention to detail and the ability to manage multiple deadlines.
- Excellent time management skills.
- Outstanding team working skills.
- Ability to understand and interpret data and reports to provide accurate and useful forecasts and management information.
- An effective problem solver.
- Ability to stay calm under pressure.
- Sensitivity and diplomacy to deal appropriately with confidential information with regard to children and families.
- Commitment to the school's ethos, vision and values.

# EXTRA BENEFITS

As a member of staff at the Royal Alexandra and Albert School, you will be part of a dedicated, diverse and vibrant community. We value our teachers and support staff, and aim to make the School an environment that is supportive and welcoming.

Benefits include:

## WELLBEING:

- All staff are entitled to free lunch in the School's Dining Room when on duty. There is a varied menu, including vegan and vegetarian meals, which is constantly changing to meet the wants and needs of students and staff.
- The School's 25-metre indoor swimming pool and fitness centre are open to members of staff free of cost. For both facilities, time slots are scheduled for the use of members of staff only.
- Access to an Employee Assistance Programme to support physical and mental health and wellbeing.
- Consideration for flexible working.
- Free eye tests.
- There are a number of social events for staff which take place throughout the year, including theatre trips, book clubs, quizzes and staff sports such as yoga, football and rugby. Reduced price theatre tickets are also available as part of the staff extra-curricular activities programme.

## ADMISSIONS:

- The School's Admissions Policy gives a higher priority to the children of members of staff.

**PENSION SCHEME:** The School offers membership to appropriate pension schemes for non-teaching staff members and membership to the teachers' pension scheme.

## PROFESSIONAL DEVELOPMENT:

- The school supports continuous professional development.
- Supportive appraisal policy.

## EVENTS:

- Possibility to be involved with school excursions, including trips abroad.
- Members of staff and their families are entitled to free entry to some Gatton Park events.

## OTHER:

- Depending upon availability and the role, there may be the opportunity to live onsite.
- Free car parking onsite.
- Beautiful estate set in 260 acres of parkland.

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Patron: Her Royal Highness The Duchess of Gloucester  
Founded: 1758  
Registered charity No. 311945