

# The Royal Masonic School for Girls



**Director of Marketing and Admissions**  
Information for Prospective Candidates

**January 2019**



[www.rmsforgirls.org.uk](http://www.rmsforgirls.org.uk)

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# Message from the Headmaster



Dear Applicant,

Thank you for considering a position at RMS for Girls. I very much hope that reading this information pack will encourage you to make a formal application. Of course, before doing so you will wish to gather as much information as possible about the school and I'm sure that you will explore our website and perhaps even read our latest inspection report.

But that will all only provide you with part of the picture. It is often only when you arrive at a school that you get that gut feeling that tells you that it "just feels right". I joined RMS two years ago and from the moment I walked through the door, I knew that it was the school for me.

RMS is spectacularly beautiful and, when you first arrive here, it is hard not to be seduced by the impressive architecture and our glorious grounds. We are all incredibly proud of our stunning surroundings and the sense of history that pervades the school. It would be correct to say that we are steeped in tradition and never more so than when Drill takes place in the Michaelmas Term each year. But it is equally true to say there is nothing stuffy or old fashioned about RMS. We are a modern, forward thinking school, working to help our girls to prepare for the challenges of a world that is evolving at a pace that none of us could have envisaged just a few years ago.

As I walk around the school, I am constantly struck by our pupils' verve and zest for life. They are incredibly proud to be RMS girls and their energy not only drives what we do but is also highly infectious. A quick look at our Twitter feeds will show you that there is no such thing as an average day at RMS. The breadth and depth of opportunity available to the girls is extraordinary and, over the time that they are with us, it is a joy to watch their confidence grow as they fully embrace the many experiences the school offers. But, just as importantly, they are kind, thoughtful and compassionate young women. And they work hard with a commitment to self-improvement.

So what else can you expect if you were to join the RMS team? Well, we absolutely value our staff. We firmly believe in giving all our colleagues opportunities to develop their careers within the school. We support our staff in undertaking further training such as enrolling in to apprenticeships and attending external CPD. We also provide internal training opportunities based on individual needs. As well as this there are 5 days per academic year dedicated to training staff, these are known as INSET days.

# Message from the Headmaster



Like all schools, RMS is constantly evolving. In any organisation, a change at the top often brings change further down the food chain and we are no exception. I do not doubt that our current staff will tell you that there has been a not insignificant degree of change over the last two years and there is still much to do. You would be joining the school at an exciting time and we want all the team to get involved in helping to shape and deliver our vision going forward.

Many of our staff live on site, we have fifty residential properties spread around the grounds, and RMS has a strong family ethos. There are staff who have come here at the start of their careers as well as many experienced staff who have a wealth of wisdom and experience which they are happy to share. For those who want the bright lights, thirty minutes on the tube will get you to Central London, and for those who don't, a walk around our 315 acres of parkland on a summer evening is hard to beat. We are a friendly bunch and you would be made to feel very welcome very quickly whether you live on site or not.

Finally, in a highly competitive market, RMS is thriving. Not only were we delighted with our results last summer but this year we have the highest number of girls in the Senior School since records began. Construction on a new Performing Arts Centre is currently taking place and we are excited about the prospects for the next few years as we work together to move the school forwards.

I do hope that you will decide to make an application to join us on that journey and to come in to see the school for yourself so that we will have the chance to meet in person.

Very best wishes,

**Kevin Carson, Headmaster**

# The School



RMS has an exceptional, unusual and distinguished history. One of the oldest girls' schools in the country, the School was founded by Chevalier Ruspini in 1788 with the purpose of educating the daughters of Freemasons who were unable to support their families through death, illness or disability. The School started with fifteen pupils and a matron in Somers Place in East London and moved twice within London until it finally settled in the magnificent grounds of Rickmansworth Park in 1934. The School became an open fee paying school in 1978 and accepts girls from all backgrounds and faiths. The majority of families associated with the School have no links with Freemasonry, with our name now largely being a reference to our past.

RMS is a day and boarding school, attracting day girls from across Hertfordshire, Buckinghamshire, Middlesex and North London, and boarders from all over the world. It is located within easy reach of Central London (30 minutes by train/underground), and is just under a mile from Junction 18 of the M25 motorway.

The School comprises Ruspini House Pre School for boys and girls aged 2 to 4, Cadogan House Pre Prep and Prep Department for girls aged 4 to 11, the Senior School, and Hind House Sixth Form Centre. The School currently has around 970 pupils, of whom 60 are in the Pre School, 230 are in the Pre Prep/Prep Department, 520 in the Senior School and 160 in the fully comprehensive Sixth Form. Entry is by examination/interview at 4+, 11+, 13+ and 16+, with a few girls joining us at other times if places are available.

Our public examination results are consistently impressive, and around 99% of girls leave RMS to take up places at university, 92% at their institution of first choice.

# Our Values



The RMS Values are embedded in the School's ethos and, as a community, they underpin the way we work, learn and grow together. There are nine core values, one for each month of the school year. The emphasis on these values permeates the life of the school and pupils who demonstrate putting them into action in their daily life are recognised and rewarded. The Ashlar is a 'polished cornerstone' and it is a valued award given to girls in recognition of their hard work, demonstration of the school values and contributions to school life.

Our teachers describe the girls as willing learners who ask lots of questions, not because they haven't been listening, but because they have boundless intellectual curiosity and the confidence to question and explore beyond the curriculum. The pastoral team are very strong and so issues are picked up quickly and the focus is on nurturing the whole child not simply their academic performance. The broad co-curricular offer at the school and the small class sizes mean that teachers get to know each girl well and can become more actively involved in what they are doing outside the classroom.

Perhaps the greatest endorsement of this approach comes from talking to teachers who have recently joined RMS who typically make comments like, "not only are the girls respectful, they are excited to come to my lessons and are full of life". A Head of Department who joined the team in September 2018 feels that because the girls are attentive, there is space in lessons to go beyond the curriculum and do things that he wouldn't have considered in his previous job. Another said, "working at RMS goes beyond my expectations, your days glide by and teaching here is a really rewarding and positive experience".

It is with enormous pride that, as a team, both academic and support staff work together to assist the girls on their journey through the School, helping them to learn personal and academic skills until they move onto the next phase of their careers as charming, confident, thoughtful young women.

# Working at RMS



We depend upon and value each member of our staff for the contribution they make to the reputation and success of the School. At the start of the current academic year, there were 317 members of the RMS team, 137 teaching staff and 180 support staff. The extensive grounds, spectacular buildings and the 24/7 nature of boarding, make Rickmansworth Park much more than just a school. As well as having no less than seven chefs on the payroll, we also employ carpenters, plumbers, nurses and a Chaplain. The grounds team regularly trim 3.5 miles of hedge and the catering team serve 230,400 freshly cooked meals each year. Meanwhile at the weekends and during the school holidays, we enjoy welcoming film crews, provide a venue for sports camps or residential courses for overseas students, and even host weddings. The RMS support staff are proud to play an essential role in the smooth running of the school whether it be working on the design of the new Performing Arts Centre, selling the school to prospective parents or making sure that we are all very well nourished; the RMS food is legendary.

Staff Wellbeing is also high on our agenda and our team enjoy subsidised membership at the on site Nuffield Health Centre, there is a six hole golf course and driving range within the grounds and termly Staff Massage sessions are available. The Staff Society arrange a variety of regular events to which all staff are invited; there is a Community Choir and weekly swim sessions.

# The Department



Our dynamic Marketing and Admissions team is responsible for the recruitment and admission of students into RMS, as well as for the marketing strategy and development of the brand. As the first point of contact for prospective parents and students, they ensure the journey from first enquiry to joining is as smooth as possible, providing excellent and professional customer service in a timely, straightforward and caring manner. At RMS we are passionate about telling our story, and use a wide variety of marketing strategies and tools to share the range of opportunities on offer at the School, in an engaging and effective manner.

The team plays a pivotal role in the ongoing success of RMS and its strategic focus by ensuring that numbers of enquiries, applications and confirmations are maximised, retention targets are met, and the reputation and added value of the School is promoted locally, nationally and internationally through an exciting programme of marketing activity.

Going forward, a key focus for the team will be increasing the profile of and our intake into both our Prep Department and Sixth Form following the success we have enjoyed developing our Senior School entry points, as well as supporting the development of our boarding offer.

# The Role



This new position, reporting to the Head is a pivotal role combining both strategic and operational aspects. As DoMA you will be responsible for the development, organisation and leadership of all matters related to marketing and admissions into the school. Working closely with the Head, Senior Leadership team, Development Manager and line managers of the two departments, you will develop a multifaceted strategy to ensure distinctive marketing and a first-class admissions process in line with the school's strategic plan, values and founding principles. You will ensure consistency and clarity in articulating the brand and values that make RMS unique and will have an excellent understanding of – and alignment to - the school's vision and ethos.

As a member of Whole School SLT and a key public face of the school you will engage regularly with parents as well as the school's partners, building on the excellent relationships that exist currently. With an ability to embed change, provide inspirational leadership and develop the skills of the marketing and admissions teams you will shape and embed a vision for world-class marketing and admissions processes, commensurate with the exceptional levels of professionalism delivered by the school in all aspects of its educational offer.

International travel and representation at recruitment and marketing events both nationally and abroad will play a significant part in this role

A full job description and role profile can be found [here](https://www.rmsforgirls.org.uk).

# Terms of Employment

The terms of employment include:

- Full time
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open for eligible staff
- Free car parking
- Preferential gym membership - click [here](#) for details
- School fee discount – subject to terms and conditions of the policy

## **DISCLOSURE AND BARRING SERVICE**

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

## **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

## **Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.

# The Application Process



We welcome a letter of application and a completed application form, which can be downloaded from our website [www.rmsforgirls.org.uk](http://www.rmsforgirls.org.uk).

The closing date for applications is 9.00am on Monday 18th February 2019

Completed applications only and any enquiries should be addressed to :

HR Recruitment  
The Royal Masonic School for Girls  
Rickmansworth Park  
Rickmansworth  
Herts WD3 4HF

Email: [hrrecruitment@royalmasonic.herts.sch.uk](mailto:hrrecruitment@royalmasonic.herts.sch.uk)

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