



# KING'S COLLEGE SCHOOL WIMBLEDON



**BURSARIES AND ACCESS OFFICER  
INFORMATION FOR CANDIDATES**





## WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and approximately 450 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

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.

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 to be named 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 inclusivity, are central to our community, as is the co-curriculum, which enables 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 will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton  
Head





## THE ROLE

This is an exciting new role featuring two distinct but related areas of responsibility in support of our community. On average, three days per week will be spent supporting bursary holders at King's, with the remaining two days per week spent bolstering King's commitment to broadening access to all independent schools for care experienced and vulnerable children (CEVC) in collaboration with the Royal National Children's Springboard Foundation (RNCSEF).

The bursaries and access officer will play a key role in ensuring that every bursary recipient at King's feels integrated into school life, supported in their wellbeing, and able to thrive academically and personally. They will be instrumental in identifying and implementing strategies that help pupils from all backgrounds reach their full potential.

They will also have an important ambassadorial role in representing the school in external environments, including primary and secondary schools in the maintained sector, local authorities, and other independent day and boarding schools.

### **1. King's Bursaries (approximately three days per week)**

Working closely with tutors, pastoral staff, the admissions team, and the EDI team, the bursaries and access officer will have responsibility for:

#### **Growing the King's bursary applicant pipeline**

- develop relationships with local primary schools and community organisations to raise awareness of bursary

opportunities, identifying pupils who could benefit from an academically ambitious environment and engaging and supporting their families

- support the delivery of outreach programmes such as Connect, helping to foster early engagement with King's among pupils from a wide range of backgrounds
- represent the school at external events and networking forums, acting as an ambassador for King's commitment to widening access and helping families navigate the independent school admissions landscape
- work with colleagues in Admissions and EDI to refine a contextualised admissions framework, ensuring that applications are assessed holistically and that the school can identify potential in pupils from diverse life experiences

#### **Supporting pupils and families directly**

- act as the primary point of contact for families seeking financial assistance and support them through the admissions and application process
- act as the primary point of contact for families currently at King's receiving fee remission for queries or concerns relating to bursary awards
- provide appropriate administrative and logistical support to families receiving bursaries and other financial aid, ensuring pupil wellbeing is monitored and pupil experience is supported through the school's policies
- liaise with tutors and pastoral staff to address individual and group wellbeing concerns for bursary pupils





## THE ROLE (continued)

- liaise with tutors and other relevant staff to identify and assist bursary holders in need of additional academic support or who are under-engaged with our co-curricular programme
- where needed, ensure there is a safety net for pupils should problems arise during the school holidays

### Supporting school processes

- working with the EDI team, champion socio-economic diversity within the school and proactively suggest ways to improve the experience of bursary pupils
- work closely with the admissions team to optimise application and bursary processes, improving accessibility for all pupils and a system that enables them to realise their potential
- collaborate with the EDI team to track trends related to bursary holders and implement solutions to enhance the wellbeing of bursary holders with minoritised identities
- collaborate with the higher education and careers teams to support the transition of bursary holders to university or the workplace
- collaborate with the head of alumni engagement to maintain good links with alumni who were bursary recipients and build a programme for their continued engagement with the school
- organise training for tutors and other key pastoral staff on issues connected to the safeguarding and welfare of pupils receiving bursaries
- share necessary information with the Development office about the impact of our bursary programme and support the development of coherent impact assessment metrics

### 2. Broadening access to the sector (approximately two days per week)

This externally-facing element of the role will involve working in partnership with the Royal National Children's Springboard Foundation (RNCSF) and, while based at King's, will work to support pathways into all independent day and boarding schools for care experienced and vulnerable children (CEVC).

Primary responsibilities for this component of the role will be:

#### Working with schools

- work with independent day and boarding schools in Greater London to build and maintain interest in offering priority access via bursaries to CEVC
- visit schools to maintain contact with care-experienced children who are in receipt of bursaries and liaising with the admissions and pastoral teams of those schools to understand the experiences of CEVC in receipt of bursaries

#### Working with applicants

- support eligible young people with applications, working with local authority and charity referral partners to review potential candidate pack details, arrange for additional information (e.g. from carers, schools etc.) and support initial interviews or home visits as needed
- act in support of all aspects of the pupil/school relationships surrounding each application





## THE ROLE (continued)

### Working with Local Authorities

- broker funding contributions from LAs towards boarding placements where available
- encourage more LAs to identify eligible children in a systematic way
- collaborate with LA peers to develop models for evaluating use of the scheme in supporting young people

### Assessing impact

- develop models for evaluating the impact of schools' partnership work in support of RNCSF's aims, such as programmes supporting I+ success or transitioning CEVC to university.

### PERSON SPECIFICATION

The ideal candidate may have prior experience working in schools, but the role may also suit someone with a background in social or charitable work, community health, local government etc. who is passionate about fostering inclusivity in educational pathways.

### TERMS & CONDITIONS

- Start date: September 2025
- Salary: £40,000 - £47,500 per annum
- 40 hours a week, Monday - Friday 8.30am - 5.00pm with 30 mins unpaid lunch break.
- Term time including INSET days only, plus an additional 15 days
- Contributory pension scheme
- Programme of health benefits
- Free lunch in the Dining Hall during term-time
- Membership of the King's Sports Club
- Face-to-face interaction is considered essential to the pastoral nature of this role, with working hours spent either on-site at King's, visiting families or LAs, or - from time to time - at the RNCSF offices in central London.
- Some flexibility will be required to attend events outside usual working hours (e.g. open mornings, admissions events, new parent welcome evenings etc). Note that these might take place on Saturdays or weekday evenings in exchange for time off in lieu.





## HOW TO APPLY

**Closing date: Monday, 21 July 2025 at 9am**

We are happy to reimburse reasonable travel expenses.

**Interview details:**

- **1st round interviews(online):**  
**Monday 28th July 2025**
- **Final round interviews (in school):**  
**Wednesday 30th July 2025**

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.

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

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.





## 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 support 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 support 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 support 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 joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

**- Mr Dixon**  
**IT Helpdesk Manager**



"I joined the HR department here at Kings in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

**- Mrs Pearson**  
**HR and Training Officer**



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

**- Mrs Danckwerts**  
**Team Leader - Science Technicians**



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska**  
**Porter**





## 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
- 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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