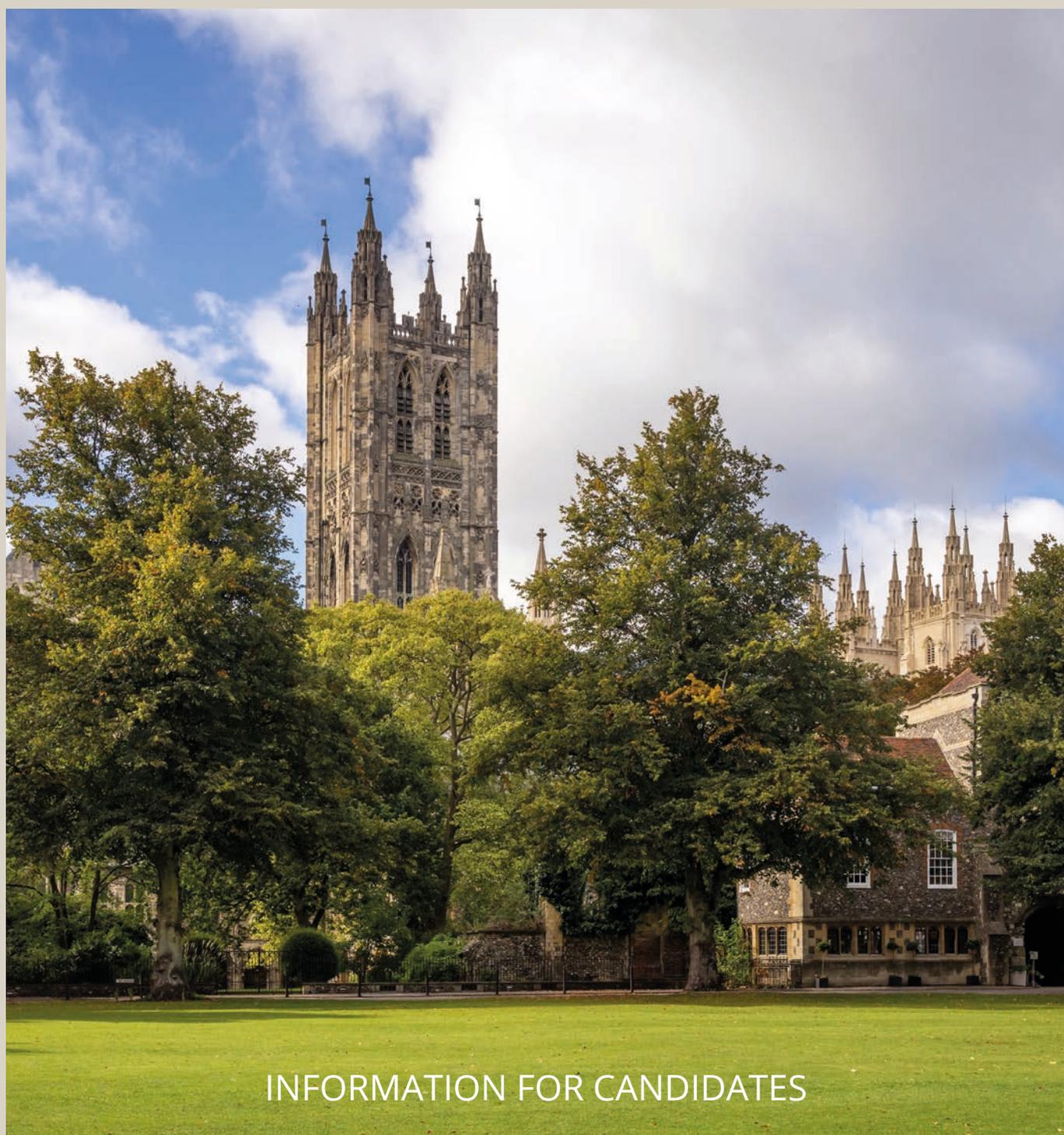




THE
KING'S SCHOOL
CANTERBURY

Director of Admissions



INFORMATION FOR CANDIDATES



"A thriving academic school in exquisite surroundings steeped in history, with highly motivated pupils who are hungry to learn"
The Good Schools Guide



Welcome from The Head

Thank you for your interest in becoming Director of Admissions at The King's School. I joined King's as Head in September 2023 and this is a very exciting time to be part of this distinctive and inspiring School as we set out a new strategic vision and chart our course for the future. King's is a simply wonderful place to live and to work.

Our incredibly rich and broad curriculum and co-curricular programme create an environment where it feels that anything is possible, where pupils are known and supported as individuals, and where they are encouraged to pursue their own unique path through King's and beyond.

Pupils achieve excellent outcomes in external examinations, but a King's education looks far beyond this. Our remarkably broad curriculum and our enrichment programme serve to develop pupils as thinkers, and as learners, and prepares them to make a positive mark on the world beyond school. We also want to ensure that pupils enjoy their time with us – that their school days are filled with joy, exploration and discovery.

I do look forward to meeting you in due course.

Jude Lawson

About King's

The King's School Canterbury is a co-educational, full boarding and day school, educating pupils from aged 3 to 18 in different schools.

We have three schools based in Canterbury, as well as franchise schools overseas, two in Shenzhen (China) and one in Vattancville (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 celebrates the fact that it is a traditional British school with a modern and global ethos. King's is particularly well known for music, creativity and drama.

Due to unprecedented demand, we are expanding our facilities to accommodate more day pupil places at King's from September 2025.

Our Schools

King's 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 city, with the centre being in the Cathedral Precincts. There are currently 870 pupils on the School roll, 670 of whom are boarders. The pupils occupy six boys' boarding houses, seven girls' boarding houses and three day houses. The School welcomes international pupils from multiple countries. Not surprisingly, we positively celebrate the diversity of our pupil body.

Junior King's occupies 80 glorious acres on the banks of the River Stour, in Sturry, three 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.

The International College was launched in 2018 and is effectively a foundation school for international pupils aged 13-17 who wish to enter the British education system. There are currently 73 pupils at The International College. The College is essentially a pathway to British excellence. It is located in a purpose-built, award-winning building on our Malthouse campus. It is ideal for pupils who wish to improve their English language skills and be prepared for entry into a British school, (often King's senior school). We offer a one-year fast-track GCSE programme and the results achieved are excellent. Adjacent to the International College is a modern sports centre, that is particularly popular for fencing.



Scholarships and Bursaries

King's Scholarships were established in 1541 by Henry VIII under the Statutes of Canterbury Cathedral and are awarded to this day across seven categories. And, ever since the arrival of our first King's Scholars, it has been the policy of King's to support pupils unable to pay full fees. Today, the School allocates over £2m a year towards scholarships and bursaries, with a growing number of these funded philanthropically.

We are now looking to extend our bursary provision and widen access to our school even further with the launch of the Charter Awards and our King's 50 at 500 Vision. Working with The Royal National Springboard Foundation, our aim is to be able to fully fund 50 bursary holders, 500 years after our first 50 scholars. The provision of a 110% transformational bursary ensures a pupil faces no barrier to every opportunity available at King's.



Living in Canterbury

King's 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 Canterbury, with boat tours giving a chance to see some of the city's hidden gems. There is a busy high street, gorgeous medieval lanes, and a good range of shops, plenty of places to eat, two cinemas and a city theatre that sees performances ranging from Shakespeare's *The King & I* 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.

The Role

We are looking to appoint an outstanding Director of Admissions to lead and oversee our pupil recruitment and on-boarding across all three schools currently in the King's Group – The King's School Canterbury, Junior King's School and the International College. With entry points ranging from the nursery to Sixth Form, this is a varied and wide-ranging role that has both strategic and operational responsibilities. The successful candidate will report directly to the Head, but will also meet regularly with the Head of JKS, the IC Principal and the Senior Deputy Head of KSC who will guide decisions on day to-day issues.

They will also line-manage a very capable team of admissions staff based at KSC, including a Head of KSC Admissions, a number of administrative assistants (one of whom also acts as a PA to the Director of Admissions), the Junior School Registrar and the Head of International Student Recruitment.

The aims of the role are:

- To further develop and implement strategies to attract highly capable pupils of talent, energy and academic curiosity from the UK and internationally
- To ensure that all communications and events for prospective parents are effective in driving demand for places at the school
- To nurture and further develop relationships with feeder schools such that we remain a highly recommended destination of choice
- To further develop ways of assessing talent and potential in candidate pupils
- To report admissions data, both qualitative and quantitative, to senior managers and governors and further develop systems which accurately record and monitor key metrics
- To lead and effectively manage the admissions team in order to deliver on the objectives above





The Person

Candidates with a wide range of experiences and backgrounds are encouraged to apply. You may currently be a teacher but with experience in admissions functions, an existing registrar, or someone who has transferrable skills from an allied sector. Given the scale of responsibilities, it is anticipated that the appointee is likely to be a non-teaching member of staff.

However, candidates who have a teaching background, and who still wish to maintain a small teaching load alongside the responsibilities of this role are encouraged to apply and to indicate this as part of their supporting statement.

Experience required

- Educated to degree level
- Experience of recruitment and admissions at a senior level
- Understanding of the independent education sector
- Knowledge of both the UK domestic market and the international market
- Experience of leading and developing a team
- Proficient ICT capability and numeracy skills, preferably a knowledge of iSAMS

Skills and Personal Qualities

- A visionary and strategic leader able to bring about change
- Outgoing, warm, confident and positive with the ability to enthuse and inspire
- A willingness to gain, quickly, an in-depth knowledge of all aspects of the School
- A team player, maintaining close and harmonious relations with work colleagues at all levels
- Strong organisational skills, with a keen eye for detail
- Integrity and discretion, able to handle sensitive situations with tact, diplomacy and appropriate confidentiality
- Committed to promoting and safeguarding the welfare of children and young people



Role responsibilities

Strategy - Strategic responsibility for the recruitment of high-quality pupils to King's within guidelines set by the Head and other senior managers. To continue to ensure that all places at the school are taken with high-quality pupils, ensuring a balance of different demographics that is conducive to the educational environment of the school. To continue to refine, develop and deliver the admissions section of the school's strategic and operational plans. To be a member of the Senior School SMT and Whole School Strategic Group (WSSG) with wider collective responsibility for the school as a whole.

Leadership - Provide leadership and direction for the admissions function across the school; the senior school admissions manager and office, as well as admissions staff at JKS and the IC. This includes significant line management responsibility for the admissions team, as well as working with a wider group of people to ensure that all prospective families are well-shepherded through the admissions process.

Events - Lead the delivery of key admissions events, including Open Mornings, Taster Days, assessment/experience days and events for Prep School Heads. This will require close working with a wide range of both teaching and support staff.

Assessment and onboarding - ensure that candidate assessment mechanisms, including exams, interviews and the review of references/reports are delivered effectively and ultimately help to identify pupils who will thrive at King's. This includes scholarship processes for academic and co-curricular areas. Once accepted, ensure an efficient and effective 'hand-over' of incoming families to relevant pastoral, academic and co-curricular teams.

Systems and data - Oversee the maintenance of high-quality information and data on all applications and candidates, and take a data-led approach to inform decisions on marketing and recruitment and on reporting to senior managers and governors. Develop the use of survey data to iterate our admissions strategy.

Feeder Schools - work with the Prep School Liaison coordinator to further develop our programme of outreach and events. Build strong relationships with relevant feeder schools and their key senior staff through regular personal contact, visits, correspondence and events.

Compliance and onboarding - Work closely with the admissions teams across the three Schools to ensure that relevant admissions policies and procedures are up-to-date, effective and compliant with regulation. This includes line management of the overseas pupil coordinator, and oversight of sponsored visas for overseas pupils and UKVI compliance.

International - Line manage and work closely with the Head of International Pupil Recruitment in order to grow and diversify the School's networks internationally. Be willing to travel abroad to represent the School, quite possibly in school holiday time.

Terms of Appointment

It is anticipated that the Director of Admissions will start in July 2025 or September 2025, depending on the availability of the applicant. Ideally with a handover in the summer term, if possible. This is a full-time position and during term time, the Director of Admissions will need to be available for Open Mornings on Saturdays.

Package and benefits include:

Salary - Competitive, a full-time position (52 weeks)

Holiday - 30 days holiday

Pension - Pension arrangements will depend on the type of contract (i.e. Teaching or non-teaching) but a generous contributory pension arrangement will be available in either case

Health Insurance - King's Private Healthcare Scheme. Please note this is a non-contractual benefit, currently administered by BUPA

Gym - Personal Gold Membership of our School Recreation Centre

Relocation costs - if applicable

Lunch - staff enjoy lunch together in our school dining rooms

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Our commitment to Diversity, Inclusion & Equality

King's is committed to fostering a welcoming and inclusive community where all individuals are treated with dignity and respect. We seek to recruit staff who share our commitment to equality, diversity, and inclusion, and who are dedicated to creating an environment in which every pupil and colleague can thrive.



How to apply

Applications should be submitted online through the King's School website (kings-school.co.uk) and should include a Cover Letter and a CV. The closing date for applications is Friday 9th May 2025.

Those considering applying but requiring more information can contact recruitment@kings-school.co.uk



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