



THE KING'S SCHOOL
CHESTER

Admissions Manager Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us



King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1,150 pupils, award winning and considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

The Role

The Admissions Manager reports directly to the Director of Marketing, Communications and Partnerships. They are responsible for overseeing all aspects of pupil admissions to the school and will work closely with the Marketing and Digital Communications Manager.

General Description

The role of the Admissions Manager is to convey our passion for education from the very first point of contact. Working closely with their colleagues in the Admissions, Marketing and Development Team, they will ensure an exceptional experience for prospective families, guiding them through a seamless and professional admissions journey while maintaining a warm, welcoming atmosphere.

The Admissions Manager will oversee key elements of the admissions process and will have line management responsibility for the Admissions Assistant. Together, they will foster an inviting environment that reflects our commitment to excellence and our school's core values.



KEY RESPONSIBILITIES

- Arranging visits to the school by prospective parents and pupils, and working with the Marketing and Admissions Team to ensure that their experience is as positive and as personal as possible
- Assisting in the organisation and running of Admissions/Marketing events in school (Taster Days, Open Mornings, Entrance Examinations, etc.) and helping to develop new Admissions events. Attendance at these events is a requirement of the role on a rota basis
- Accurate database management, producing reports on a half termly basis
- Ensuring that all enquiries from prospective parents are efficiently recorded and actioned in a timely manner
- Ensuring that all appropriate information is sent out at the relevant stages of the Admissions process, streamlining where possible
- Managing the administration of mid-year entrance assessments, as well as the post-assessment communications with parents at all entry points
- Ensure a customer-friendly transition of pupils to the school following confirmation of a place
- Communicating efficiently with all areas of the school including teaching and support staff as appropriate
- Creating and maintaining strong working relationships with senior members of staff, including Deputy Heads (Academic) in Senior School and Junior School and Deputy Head of Willow Lodge to enhance the admissions experience
- Maintaining regular, professional contact with prospective parents and following up visits/events with a personal approach to ensure registration and retention
- Promoting the school at all times and being aware of current practice throughout the school
- Maintain a positive and collegiate atmosphere within the department



PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/ Professional Bodies	<ul style="list-style-type: none"> • Right to work in the UK • Educated to A-Level or equivalent • Minimum 5 GCSE's or equivalent including Maths and English 	<ul style="list-style-type: none"> • Educated to Degree level or equivalent
Experience	<ul style="list-style-type: none"> • Previous experience of working in a customer-focused/sales environment • Experience of telephone, email and face to face contact with customers • Using a database to produce detailed reports 	<ul style="list-style-type: none"> • Previous experience working within an admissions environment • Experience working in a similar role in a school environment
Skills / Knowledge	<ul style="list-style-type: none"> • Strong organisational and multi-tasking skills • An excellent knowledge of Word, Excel, Outlook and databases • High level of attention to detail and accuracy in all work undertaken • Ability to work calmly under pressure, and manage a diverse workload • Be able to generate ideas to increase pupil recruitment in an innovative way • Adaptable in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the School 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Knowledge of a school environment • An understanding of the independent school's marketplace and how to increase recruitment numbers • Previous experience of working within a school or a demanding customer service environment • A flexible approach to working hours to include some evening and weekend working (predominately Saturdays) required for events such as Open Day, weekend events (TOIL or time shifting will be required)
Personal Attributes	<ul style="list-style-type: none"> • A confident, warm, and welcoming demeanor, both in person and over the telephone • Excellent verbal and written communication and organisational skills • Ability to manage and analyse statistical data • The ability to collaborate effectively within a team and offer assistance to others when needed • A proactive approach to planning, prioritising tasks, and using initiative as required • Ability to deal effectively with confidential and sensitive information • Strong customer focus. • Ability to build and maintain strong relationships across all stakeholders • Flexible with a 'can-do' approach and able to work effectively and use initiative without constant supervision. • A proactive approach to work, and meeting targets. • An ability to identify process improvement and suggest solutions • The ability to maintain in strictest confidence any information received 	<ul style="list-style-type: none"> • A genuine passion and belief in the potential of every pupil • Have an upbeat and outgoing personality

SALARY AND BENEFITS



The role is offered as **37 hours** per week, **Monday to Thursday 8.30am to 5pm, Fridays 8.30am to 4.30pm. All Year Round.**

- A full-time salary of **up to £37,442** per annum dependent on qualifications, skills and experience.
- Free staff lunch on the days you work, during term time
- 35 days annual leave (including bank holidays)
- Teachers' Pension Scheme (TPS) or Scottish Widows Group Personal Pension Plan (depending on your role)
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym
- Free use of the swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply via the TES website by **9am on Monday 14th April 2025** or send completed application forms to recruitment@kingschester.co.uk

*A curriculum vitae will **not** be accepted in place of the completed school application form but can accompany your application.*

Interviews will be held W/C 22nd April 2025

The Director of Marketing, Communications and Partnerships, Selena O'Donnell, is available to discuss the role informally with prospective candidates and can be contacted via SAO@kingschester.co.uk



This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a moderate level of contact with children on a day-to-day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.



RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for interview will be conducted.