



KINGSBURY HIGH SCHOOL

Spectemur Agendo



ADMISSIONS & DATA OFFICER

Candidate Information Pack

JUNE 2026

SPECTEMUR AGENDO



Introduction

KHS is a large and successful 11-18 split site school with a vibrant learning environment and a strong community ethos. Students and staff recently celebrated the release of a glowing inspection report (February 2024) which praises the school for its, “vibrant, inclusive culture”. The report reflects the school’s noticeable development over the last few years, with particular emphasis on high expectations, the strength of relationships between pupils and staff and the exceptional educational experience offered in Sixth Form.

Kingsbury High School has a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by our motto, *Spectemur Agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to follow the Kingsbury Way: to respect themselves, others and the environment. In November 2022 the school achieved ‘Gold’ status on the UN Rights Respecting School Award reflecting our commitment to children and young people. Student leadership is an important feature



Alex Thomas, **Headteacher**

of our work and through the work of staff and young leaders the school has the Leadership Skills Foundation: Centre of Excellence.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

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@officialkingsburyhighlondon



Kingsbury High School

About Kingsbury High School

Kingsbury High School is located in Brent, one of the most diverse boroughs in England and Wales. It is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. There is an upper and lower school; staff and some classes commute between them throughout the day. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and The Village (special) school.



Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students. At KHS there are higher proportions of students than nationally: with English as an additional language (over 70%); living in socially deprived households; and disadvantaged (Year 7-11: one third eligible for the pupil premium). The majority of the roll is minority ethnic although there are no groups significantly more represented than others. Boys are in the majority in all year groups. The proportion of families that identify as having a religious faith is significant with over 40% Muslim. Kingsbury has a stable roll of around 360 sixth formers and the majority of its intake is from minority ethnic groups and a significant proportion is LAC/FSM.

Student attainment on entry is below average for all year groups and the Sixth Form. The proportion on the SEN register is relatively low however there are a significant number of ECHPs. Over the last 18 months there has been a significant increase in numbers open to social care.

KHS has an Alternative Resourced Provision (ARP) for students with hearing impairment and an onsite alternative provision: Article 28. Part of the Lower School site is shared with a local special provision, The Village School.

Student Outcomes

Our students gain excellent examination results at 16 years and across the Sixth Form. The percentage of students achieving English and mathematics is above national (for grade 4+ and 5+) and Attainment 8 is above the national average. Progress 8 for is consistently 'above average' and disadvantaged students' P8 positive.

The A-level and vocational ALPs grades are positive. Progression to university (including to Oxbridge and medicine) is very strong.

Our Commitment to Staff (Benefits)

Commitment—The DfE Wellbeing Charter was adopted by Governors in 2022/23; a Wellbeing Forum meets monthly; and KHS is working towards the *Wellbeing Award*

Work-life balance—KHS discourages emails and working out of hours; provides wellbeing advice (via a Virtual Staff Room, VSR and HR); and appraisal is supported via bespoke time off timetable

Communication—Transparency and signposting is supported via the VSR and a weekly bulletin

Support— A coaching programme supports teacher development; Education Support (EAP) is available for all; and training for leaders on wellbeing and mental health (via MIND) is provided

Human Resources—Induction programme for all staff; a HR function with a supportive attitude towards personal issues - medical; child-related; personal

Feedback loop— at faculty, team and individual level via: TES Pulse; SLT on the sofa; a Joint Consultative Committee with Governors and Professional associations; and regular consultation.

Free On-site Parking	Staff Tea / Coffee	Monthly Staff Treats	New Starter Tea Party
Cycle-to-work Scheme	Electric Vehicle Salary Sacrifice Scheme	Local Government / Teachers Pension Scheme	Blue Light Card for Discounts/Cashback
Flu Jab Vouchers	Employee Assistance Program	Staff Social Events: Christmas Lunch; Summer BBQ; badminton; zumba	Commitment to Continued Professional Development
Gyms on both sites equipment			

Our Ethos and Values: *The Kingsbury Way*



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p>

Job Description: Admissions & Data Officer

Reports to:	Data & Admissions Manager
Salary Scale Range:	Support Staff Pay Scale 6 Point 22, plus London Weighting £33,699 + £2,301 = £36,000
Pro-rated Actual Salary:	£21,238
Contract:	Full Time/ Fixed Term (with potential to extend)
Hours of Work:	22 hours per week, Term Time only + 3 weeks (42 weeks)
Work Pattern:	Monday to Friday: 8:30am – 1:00pm (one 12:30pm finish)
Deadline for Applications:	Monday 06 th July 2026 (interviews taking place week beginning 13 th July 2026)
Proposed Start Date:	As soon as possible

JOB PURPOSE

- To support the Manager in all aspects of their role by providing administrative support.
- To contribute to the overall ethos, work and aims of the school.

KEY DUTIES AND RESPONSIBILITIES

- Be responsible for administering the school's own In-Year admissions process, including:
 - Maintaining an accurate ranking list utilising the criteria according to the school's Admissions Policy and maintain and develop the spreadsheets.
 - Sending for previous school reports/records, liaising with LEAs, other schools and external agencies as necessary.
 - Preparing the student lists for consideration by the governors at the Admissions committee meeting by establishing the number of vacancies needing to be filled; arrange resulting Induction meetings
- Process the secondary transfer of pupils from the primary sector by:
 - Ensuring that all admission procedures are carried out in accordance with the requirements of the Admissions Codes of Practice and the LEA.
 - Preparing appropriate spreadsheets of pupil and parent data for use by various stakeholders in the lead up to the new academic year.
 - Maintaining good relationships with primary schools to ensure that the admissions process and transfer of entrants goes smoothly.
- Deal with other Admissions aspects including:
 - Putting students on and off roll on the school MIS
 - Liaise with Year Leaders to ensure the receipt of pupil level information required for the operation of school admissions
 - Provide information to parents via email, telephone calls or face to face communication.
 - Process pupil admission appeals, arrange independent appeal hearings, draft/collate case documents and deal with all correspondence in accordance with the

- requirements of the Admission Appeals Code of Practice.
- Respond to enquiries from the Local Government Ombudsman and the LEA in respect of admissions including allocating places in accordance with the Fair Access Protocol.
- Ensure the maintenance of accurate computerised pupil records in liaison with the Data and Exams departments.
- Upload/download Common Transfer Files from/to the MIS.
- Ensure the meals payment system is accurate for student accounts.
- Liaise with the website host to keep the school website sections updated.
- Check the Admissions Criteria for the following academic year has been suitably updated within the appropriate timeframe, send to the LEA and publish it on the school website following approval by the Governors.
- Update the admissions timetable for the following academic year, send it to the LEA and publish it on the school website.
- Data Team:
 - Data – support the Data & Admissions Manager in all aspects of their role by carrying out research, obtaining information, analysing and evaluating information as requested; producing reports and records as required.

GENERAL RESPONSIBILITIES

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of safeguarding and child protection; health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

Note: This Job Description is subject to amendment and will be reviewed from time to time and modified in the light of the post-holder's career development and changing needs of the school.

Person Specification: Admissions & Data Officer

Knowledge Skills and Ability

- Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff.
- Good communication skills, both written and oral, are necessary to engage effectively with customers, students and staff.
- Ability to prioritise work under pressure to meet tight deadlines, self-motivated and flexible.
- Ability to work independently and autonomously
- Ability to work well as a team member
- Able to maintain complete confidentiality and discretion at all times.
- Flexibility and willingness to 'help out where needed'
- A good working knowledge of IT based office systems, e.g. word processing, email, internet, Powerpoint/Slides and the school's MIS
- Good standard of written and spoken English
- Qualifications in English and mathematics equivalent to at least GCSE Grade C or 4
- Awareness of Health and Safety procedures in schools.

Equal Opportunities and Safeguarding

- A commitment to Equal Opportunities and an understanding of the implications of working in a fully inclusive school.
- A commitment to safeguarding and promoting the welfare of our students.
- A clear understanding of current educational issues and developments and their likely impact on teaching and learning.

Safeguarding

A commitment to, and understanding of, safeguarding and promoting the welfare of our students

Safeguarding / Safer Recruitment

KHS is committed to the safeguarding of children/students. All employees are expected to comply with our School Child Protection and Safeguarding Policy and the Staff Code of Conduct.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role.

Please provide a full employment history, together with a satisfactory written explanation

together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act,1974).



Nikhil, Head Boy and Emira, Head Girl

Induction

All new members of staff are expected to complete the induction programme, including required health and safety courses, and display their understanding of the Staff Code of Conduct and the most recent version of Keeping Children Safe in Education (KCSiE).

How To Apply

Kingsbury High School have partnered with My New Term to manage our staffing vacancies and onboarding.

To apply for this, or any other role directly, we ask that you apply via the My New Term <https://mynewterm.com/> platform, by clicking the relevant job title on the Staff Vacancies page which is found using the 'Search by Employer' under 'FIND A JOB'. If you are already registered, please ensure that all information on your profile is current and up to date, especially information regarding your right to work and qualifications.

If you are not registered to My New Term, and need any assistance with using the website, please do not hesitate to contact the My New Term team via the live chat bubble on their job search page or you can contact the KHS HR team.

Please note that the formal shortlisting stage will take place soon after the advert closing date, however the school reserves the right to interview candidates prior to this. You will receive your application outcome (shortlisted or unsuccessful) through the MNT platform.

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your availability, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 020 8206 3000

