



Warwick
Schools
Foundation



Information for Applicants

Job Title: Admissions Registrar (Kingsley School)

To start: January 2027

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Admissions Registrar.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Registrar to help a busy and thriving Marketing & Admissions Department to provide a best-in-class service to our families and ensure we have full rolls in our schools.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Kara Griffiths, Director of Marketing and Admissions.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Admissions Registrar (The Kingsley School)

Hours of Work:

Full-time, all year

Salary range

Grade 24-27 (equivalent to £30,181 - £33,199 per annum)

Location

Leamington Campus with some working at Warwick campus.

Start Date

February 2026

Reporting Lines

The post holder will report to the Director of Marketing & Admissions.

Job role

The postholder will play an integral role to support recruitment at the Foundation and Kingsley School in particular by supporting prospective pupils' families to find the right School for them, through the applicant journey and into enrolment. This role will be responsible for building prosperous relationships with prospective parents and applicants and lead all aspects of the admissions process from initial enquiry through to enrolment, ensuring our communications with prospective families and our agents are timely, transparent, and engaging. Excellent communication, interpersonal skills, and attention to detail are essential, as well as excellent administration skills, including database management.

Responsibilities

- Recruit pupils at all entry points of the school as required, working closely with the School team to deliver optimum numbers of boys as co-educational education becomes embedded across the senior school.
- Ensure the admissions processes at The Kingsley School are administered promptly and effectively, including processing registration forms, arranging tours, offers and acceptances and maintaining the registration and waiting lists.
- To be the first point of contact for enquiries from prospective parents and to be the "public face" of The Kingsley School.
- Arrange and carry out tours for all prospective families interested in a place at the School, arranging for specialist staff input where specifically required by families.
- Manage and take responsibility for all aspects of the admissions process e.g. assessments, interviews and school visits for all applications to ensure that applicants receive a positive impression of the school and that our schools are the first choice for prospective parents and students in the area.
- Send out offers to successful pupils in a timely fashion as agreed with School senior management and in accordance with their wishes.
- Rigorously follow up with all families after a visit or tour to ensure their desired next steps have been taken into consideration.
- Take calls and answer emails pertaining to Admissions of all Warwick Schools Foundation schools to ensure that SLAs across all schools are met collectively as a team.
- Liaise with senior staff, taking into consideration the individual needs of prospective pupils and parents.
- Routinely and rigorously monitor admissions data, updating the school database and reporting regularly to the Foundation Director of Marketing & Admissions on the number of enquiries, applications etc. on a regular basis keeping the forecast tracker up to date
- Meet regularly with the Head Teacher and her SLT as required, updating her on numbers on roll and in the pipeline.
- Oversee Admissions events; working collaboratively with the Marketing team, Admissions colleagues and School Administration.
- Support on other Schools' events as required.
- Work with the marketing team to ensure feedback forms are sent to event attendees and the results analysed and reported on.
- Maintain a good working knowledge of both local and national trends within the independent education sector.

Job Description

Additional duties

- Undertake such duties as the Director of Marketing & Admissions or those delegated by her, may from time to time reasonably request within the level of the post.
- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

- In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.
- These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.
- All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	- Competent English Language skills - IT skills	
Experience/Knowledge	Experience in a customer-facing role	- Experience working in an educational admissions setting - Experience of using a CRM system
Skills/Abilities	- Excellent written and verbal communication skills. - Able to communicate effectively with a wide range of audiences, including prospective pupils, parents, academic staff, and other key staff across the Foundation. - Excellent interpersonal skills and a 'can-do' attitude, with an ability to bring people together to work towards a common goal. - Able to deal sympathetically with people; and to build effective working relationships. - Able to use initiative to solve problems. - Able to work well as part of a team.	
Personal attributes	- Strong customer focus and ability to provide the highest level of customer service to all families. - Acute awareness of the need for good customer care, tact, diplomacy and patience. - Professional and organised, with the ability to prioritise a busy workload	
Safeguarding Children, Young People and Vulnerable Adults	- Understands their role in the context of safeguarding children, young people, and vulnerable adults - Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: Mon – Fri, with some weekend and evening working as required for events

Working weeks: Year round

Pay Banding: Grade 24-27

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Staff Fee remission at our Leamington Campus.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Completed applications should be submitted using our online form.

**Deadline for submission of applications
(on the standard application form): 22nd November 2026**

Interview date: 2nd and 3rd December

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP