Warwick Schools Foundation

Information for Applicants

Registrar (King's High School) (Parttime)

To start – January 2027

Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Registrar (King's High School).

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 recruit pupils to our schools and provide families with the very best experience as they become part of our community.

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

Warwick Schools Foundation

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.warwickschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwickschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

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

Warwick Schools Foundation

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 the Head of Admissions.

Warwick Schools Foundation

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 Resouce Centre, a modern and completely refurbished gym and a beautiful garden.

Job Description

Post Title:
Registrar (King's High School)

Please note this is a parttime role as part of a job share.

Hours of Work:
8.30am – 4.30pm with an hour unpaid lunch break across two days per week with some evening and weekend work for events.

Salary range
Foundation pay scale point 24 (FTE : £30,181 per annum) to point 27 (£33,199 per annum)

Actual salary is equivalent to £11,420 to £12,562 per annum.

Location
Based at the Warwick campus

Start Date
January 2027

Purpose of this Job Description
The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities
The postholder will be responsible for managing enquiries and applications relating to the admission of pupils into King's High School at all entry points, notably Year 7, Year 9 and Sixth Form, as well as in-year admissions where required.

The postholder will be the principal point of contact for prospective families, providing a welcoming and professional admissions experience from initial enquiry through to enrolment. They will conduct tours, manage communications with prospective parents and lead admissions events to help achieve pupil recruitment targets. The postholder will also, as required, support with recruitment to other schools in the Foundation.

Key tasks

- Recruit day pupils at all entry points of the school as required, with particular focus on Year 7, Year 9 and 6th Form.
- Ensure the admissions processes at King's High School are administered promptly and effectively, including processing registration forms, arranging tours, offers and acceptances and maintaining the registration and waiting lists.
- Ensure a healthy number of pupils from Warwick Preparatory School progress to King's High to ensure the continued health of King's High School.
- Act as the first point of contact for all admissions enquiries, providing a professional and responsive service to prospective families.
- Arrange and conduct tours for prospective families, involving relevant academic and pastoral colleagues where appropriate.
- Coordinate and administer entrance assessments and admissions events, ensuring applicants receive a positive experience throughout the process.
- Prepare and issue offers in accordance with admissions decisions and school procedures.
- Meet agreed service standards for responding to enquiries across telephone, email and online channels for both King's High enquiries but also other Foundation schools as required.
- Follow up proactively with prospective families following visits, assessments and events.
- Liaise effectively with academic and administrative colleagues regarding applicant progress and individual pupil requirements.
- Maintain accurate admissions records within the school's CRM and database systems.
- Routinely monitor admissions activity and provide reports on enquiries, applications, offers and acceptances as directed by the Director of Marketing & Admissions.
- Meet regularly with the Head and Senior Leadership Team to provide admissions updates and pipeline information.
- Work closely with the wider team both within professional services and the school in the planning and delivery of admissions events, taking a lead on the admissions side.

Job Description

- Support other admissions and recruitment events across the Foundation as required.
- Ensure event communications, including invitations, reminders and follow-up communications, are delivered effectively, using the CRM system to best effect and ensuring visibility of all communications across the team.
- Working with the marketing team, assist with the collection and analysis of event feedback.
- Support the Head and other M&A colleagues to ensure optimal relationships with Feeder Schools in line with agreed strategy and attend external events as required.
- Maintain a good working knowledge of both local and national trends within the independent education sector.

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	
Experience/ Knowledge	• Experience working in an administrative, admissions, customer service or similar role. • Experience of delivering excellent customer service. • Experience using databases and Microsoft Office applications.	• Experience within an independent school or educational environment. • Experience of using a CRM system. • Experience of organising events or customer journeys.
Skills/Abilities	• Excellent written and verbal communication skills. • Acute awareness of the need for good customer care, tact, diplomacy and patience. • Professional and organised, with the ability to prioritise a busy workload • Able to use initiative to solve problems. • The ability to work successfully to tight deadlines and manage significant periods of demand. • Ability to work collaboratively as part of a team. • Confidence in presenting the School through tours, events and meetings.	• Good data management and reporting skills.
Personal attributes	• Strong customer service focus with the ability to build rapport quickly with families. • Able to communicate effectively with a wide range of audiences, including prospective pupils, parents, academic staff, and other key staff across the Foundation. • Ability to keep calm under pressure. • Able to deal sympathetically with people; and to build effective working relationships.	• Excellent interpersonal skills and a 'can-do' attitude, with an ability to bring people together to work towards a common goal.
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: 8.30am – 4.30pm, two days per week. Exact days to be confirmed

Working weeks: Year-round, 52 weeks per year

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 – pro rata'd for part-time staff
- Staff Fee remission at our Warwick 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

Deadline for submission of applications: Sunday 6th December 2026

Interview dates : Will be confirmed with shortlisted applicants. May close earlier if suitable applicants found.

Warwick Schools Foundation

Warwick
Schools
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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