



King Edward's

W I T L E Y

Appointment of an
Assistant Registrar
(Full-Time)



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Executive summary

This is an exceptional opportunity for a new Assistant Registrar to join a flourishing co-educational boarding and day school, set on an attractive 100-acre campus and in Witley, Surrey.

You'll be undertaking a pivotal role within our friendly Admissions team, providing an excellent service to, and building relationships with, prospective parents interested in King Edward's, and those who work with parents researching senior school educational options.

Using your highly developed communications and administrative skills, you'll work with families at every step of their journey to King Edward's. Deputising for our Registrar when necessary, you'll be able to authoritatively explain the benefits of a King Edward's education, and you'll play an important part in the smooth running of in-person and online open days and other events.

You'll have a keen understanding of, and empathy with King Edward's Witley and independent education in general. In this role, you'll enjoy working with colleagues across our School, with warmth and kindness, to provide a friendly and highly effective service to all of our customers; you'll also contribute significantly to the lives of our pupils by facilitating the smoothest start for them at our School, providing the basis for their successes at King Edward's.



King Edward's – yesterday, today, tomorrow

As one of the longest-standing co-educational schools in the country and one of only two remaining Royal Hospitals from Tudor times, King Edward's Witley has a rich history of providing an education which is holistic, inclusive and progressive.

YESTERDAY

Nicholas Ridley, Bishop of London, convinced the boy King Edward VI to grant his palace at Bridewell on the banks of the Thames to the Lord Mayor of London, so creating the parent foundation – Bridewell Royal Hospital – as a place for the training and education of poor children in 1553. In 1860, the new charity scheme for Bridewell Royal Hospital was created and the House of Occupations was renamed King Edward's School admitting boys and girls from aged 10.

The pupils from King Edward's Boys' School moved to its current site in Witley in 1867 and the School now occupies around 100 acres of stunning Surrey countryside. The School became co-educational again in 1952 and 2017 marked the 150th anniversary of the Witley school on its current site.

TODAY AND TOMORROW

We are steadfastly proud of our heritage and longstanding engagement with the City of London through Bridewell. King Edward's Witley, Barrow Hills School and Longacre School are the operational arms of Bridewell Royal Hospital, a charitable Foundation from which both schools inherit

a culture with diversity, generosity, opportunity and social responsibility at its heart, combining a global outlook with a sense of local belonging. More concretely, a significant endowment from Bridewell allows us to provide boarding places to pupils with a clear boarding need – our Foundationers.

King Edward's holds true to its Founders' mission to offer a foundation for life to young people from a range of backgrounds. At King Edward's this means an exciting and challenging curriculum, a broad range of sporting, artistic, social and cultural opportunities and an environment which is specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

Pupil experience is at the heart of what we do. The School has over 475 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with over 140 boarders accommodated in Houses including an Upper Sixth pre-university House.

All pupils, day and boarder belong to a House and are cared for by their Housemaster/ Housemistress and their team.



King Edward's – yesterday, today, tomorrow *continued*

Around 30% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge (in small numbers), and leading European or US-based universities.

Tradition continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare

bursaries through Bridewell Royal Hospital, livery companies and other charities, for young people who are less advantaged and who have a particular need for a boarding education. Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment.

The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Yearbook, or on our website www.kesw.org.





Academic life and life beyond the classroom

ACADEMIC LIFE

King Edward's offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society.

The School follows the National Curriculum but learning goes well beyond this, enabling pupils to think critically, study broadly but also in depth, and pursue interests in the creative and active sides of life, devoting attention to the wider community. Therefore, the School has two exam pathways at Sixth Form: A-Levels and BTECs to allow pupils to pursue different routes through the post-16 curriculum.

The School is building its academic profile and sees this as its highest priority. Whichever pathway they take, all pupils are encouraged to be independent thinkers, develop a love of learning and be open-minded and principled.

LIFE BEYOND THE CLASSROOM

The 100-acre site at King Edward's and excellent facilities ensure that the School can provide co-curricular and enrichment opportunities that are extensive and wide-ranging.

There is significant ongoing investment into the School's facilities, notably the Academic Hub and Reception area containing a Learning Resource Centre, and a fully refurbished day and boarding House for the Upper Sixth girls and boys.



Pastoral care and boarding

“Pupils of all ages demonstrate outstanding levels of respect for diversity and other cultures. ... [they] contribute enthusiastically to boarding and the community. ... [and] have a highly developed sense of moral understanding.” ISI 2022

King Edward's has a uniquely diverse pupil body – culturally, socially and economically – and this forms a key part of its identity and ethos. Pupils benefit hugely from the outstanding care and support that the School provides which is inclusive and outward-looking.

Unique paired Houses share common rooms, kitchens, television and music rooms allowing girls and boys to mix naturally. This is particularly valued by parents and characterises the School's belief in engendering equality in the community.

Housemasters/ Housemistresses lead each House, ensuring pupils are treated as individuals and encouraged to pursue their passions.

The School also offers weekly boarding and flexi boarding which is particularly popular with parents from London who wish their children to benefit from the countryside and a boarding environment but retain some flexibility.



Leadership, management and governance

The School's Governing Body is known as The Court of Bridewell, reflecting the historic foundation of the School as Bridewell Royal Hospital in 1553. The Chairman of Governors is known as the Treasurer. The Court comprises up to 30 members, all of whom are unpaid volunteers, and includes Aldermen and members of the Common Council of the City of London, and several Governors co-opted for their expertise in education, finance and other relevant areas.

The Strategic Management Team is responsible for overseeing the school's strategic direction and comprises:

- Mrs J Wright, Head (Chair of SMT)
- Mr D Corran, Deputy Head
- Mr M Harrison, Deputy Head Co-Curriculum
- Mr A Kirk-Burgess, Deputy Head Academic
- Dr A N Lennard, Director of Studies and ICT
- Mr D Rogers, Director of Finance and Operations
- Mr Z Siva, Director of Safeguarding & DSL

The Senior Leadership Team, also chaired by the Head, oversees important operational matters and includes all members of SMT, plus:

- Mr J Andrade, Head of Lower School
- Mr T Campbell, Head of Middle School
- Mr J Downs, Head of Digital Innovation
- Mr N Emsley, Senior Housemaster
- Mr S Fitch, Head of Marketing, Admissions & Communications



Role description

MAIN DUTIES AND KEY RESPONSIBILITIES

- This is an essential role within our Admissions department, ensuring that all prospective enquiries are welcomed, considered, logged and replied to with appropriate customer service and advice, and then followed-up by the team
- A key purpose of the role is to build relationships with the School's enquirers and applicants from the UK and around the world and look after them through the application and assessment process, scheduling visits and assessments
- The postholder will work as part of a team to communicate with enquirers and applicants up until they join the School, and receive and handle enquiries to the School either by phone or email, and by delegation to the Admissions Assistant
- To offer advice on the application processes appropriate to enquirers, and registration boarding and day options and redirect to colleagues, as appropriate
- To organise individual visits and ensure these visits are clearly communicated to both guests and colleagues involved by the admissions team, including educational agents for international pupils
- To work as part of a team assisting the Registrar to allocate pupils to lead visitor tours, taking into consideration guests' current schooling and interests, and record details of visit and pertinent information
- Record enquirers, applicants and new pupils on relevant systems, including Open Apply and ISAMS, and update records as necessary
- Arrange scholarship days and assessments in close collaboration with the rest of the Admissions Team
- Any other tasks when needed to assist families and colleagues in planned and sometimes unplanned admissions journeys to King Edward's



Person specification

ESSENTIAL

- MS Outlook, Excel, email merge, database skills and the aptitude to adapt to different systems in short order
- A future-facing and forward-thinking individual with strong verbal and written communication skills, and with a real interest in people, attention to detail and great organisational skills
- Must enjoy fostering relationships with a wide range of people via strong customer service skills
- Experience in working in an educational environment
- Patience, flexibility and resilience
- Strong attention to detail and excellent organisation and administrative skills
- Ability to prioritise effectively and work collaboratively and successfully as part of a team
- Be a strong role model for young people

DESIRABLE

- An understanding of the ethos of King Edward's Witley
- Knowledge of Open Apply and/or ISAMS would be an advantage.
- The ability to speak a second language



Terms of appointment and how to apply

The role of Assistant Registrar will attract a competitive salary in line with experience and benefits including substantially reduced school fees at King Edward's Witley, Barrow Hills and Longacre Schools.

Candidates should submit a fully completed Application Form and a covering letter which addresses the competencies outlined as key responsibilities and in the person specification. Candidates may submit a CV in addition.

King Edward's Witley, Barrow Hills and Longacre Schools are committed to safeguarding and promoting the welfare of children and young people and the Court expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.

Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy. We particularly welcome applications from under-represented groups.





Bridewell Royal Hospital

King Edward's Witley, Barrow Hills School and Longacre School are partner schools of the Bridewell Royal Hospital.