



King Edward's

WITLEY

Appointment of an
Registrar
(Full-Time)



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Executive summary

Our Registrar role provides an exceptional opportunity to join a flourishing co-educational boarding and day 11 – 18 School, set in a beautiful 100-acre campus in Witley, Surrey, as we continue to attract increasing numbers of families to an environment underpinned by kindness and compassion.

You'll be undertaking a pivotal role, managing our friendly Admissions team and providing an excellent, empathetic service to prospective parents and pupils interested in King Edward's, including families from around the world, working collaboratively with parents, their junior schools and educational consultants during their research into senior school educational options.

You will work with the Head of Marketing, Admissions and Communications and colleagues throughout the School to enable our School to attract and retain pupils in the numbers we are protecting as we continue to grow from our current 480 pupil roll, in particular by providing exceptional journeys for new pupils and families at every stage of the admissions process.

You'll be ambitious in wishing to develop your career and extend your well-developed knowledge, skills and experiences whilst undertaking this role, and you'll have a keen understanding of, and empathy with our School and the landscape we operate within. As our Registrar, you'll enjoy working 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 marked the 150th anniversary of the Witley school on its current site in 2017 and will celebrate its 475th year in 2028.

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 480 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 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 38% 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, and leading European or US-based universities.

Our heritage 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. Recent projects include the opening of a purpose built house for the Upper Sixth (Year 13), refurbishment of Science Laboratories, and DT workshops.

Our pupils and staff take advantage of our transport links, including a train station 5 minutes from our School with direct access to London Waterloo, Guildford and Portsmouth.



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 arrangement 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 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 Chair 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 & Principal of Bridewell
- 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, Chief Finance and Operations Officer
- 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
- Mrs L Edwards, Head of Inclusive Learning and SENDCO
- Mr N Emsley, Senior Housemaster
- Mr S Fitch, Head of Marketing, Admissions & Communications



Role description

PRIMARY FUNCTIONS

Play a key part within the Marketing, Admissions and Communications function and assist the Head of Marketing, Admissions and Communications (HMAC) in ensuring King Edward's School Witley attracts and retains pupils in numbers outlined in its strategic plans, maximising admissions numbers throughout the school by providing exceptional journeys for new pupils and families at every stage of the admissions process

Via:

- creating strong working relationships with internal and external stakeholders, representing the School as required at a range of levels
- applying market knowledge to advise colleagues, input into and support the development of the School's strategy
- ensuring that all aspects of admissions operations are fit for purpose, customer focused, smooth running and efficient to support agreed recruitment and retention targets
- regularly liaising with the Barrow Hills and Longacre School admissions teams to ensure admissions routes provide the best journeys to King Edward's for families at Bridewell School

KEY ELEMENTS OF THE ROLE

PUPIL RECRUITMENT AND RETENTION

- input into, and lead in the implementation of the 5-year Admissions and Retention Strategy in line with the aims and objectives as set out by governors and the executive team

- manage, with the Admissions Team, all visits from prospective parents, whether personal tours, open mornings or other events, including meeting with prospective parents, and current parents as required
- undertake and evolve our regular communication with prospective and current parents and their influencers
- assist in the maximisation of retention within the Bridewell Schools by ensuring an exceptional admissions route from Barrow Hills and Longacre Schools to King Edward's Witley is implemented in each admissions cycle
- provide information to the Bursary Awards Committee to support the recruitment of pupils in line with School's charitable objectives and supporting those families in receipt of Foundation funding as required

ADMISSIONS OFFICE

- manage and deliver an efficient, warm and welcoming admissions programme, ensuring that a timely response and follow-up is carried out at all stages of the customer journey
- develop and maintain a comprehensive set of admissions procedures, including those on-line, ensuring that all processes are in line with GDPR, UKVI and safeguarding regulations
- coordinate appropriate admissions tests at all entry levels, including overseas applicants
- collaborate with staff across the School to plan and ensure the smooth running of school visits, assessments, interviews and taster sessions, planning the evolution of these activities
- ensure the smooth transition from prospective pupil to current pupil status, including the procedures for references requests, offers, acceptance, New Pupils' Day and joining packs



Role description *continued*

- advise the senior team on the management and maintenance of entry and waiting lists
- ensure all recruitment methods are in accordance with ethical and legal practices and that all necessary paperwork is completed and issued correctly and in a timely manner be that in paper form or electronically
- oversee all aspects of the student route visa process, in collaboration with the school's legal advisors, and report any significant risk to the School in UKVI matters to the School's Authorising Officer.
- ensure all recruitment methods are in accordance with ethical and legal practices and that all necessary paperwork is completed and issued correctly and in a timely manner be that in paper form or electronically
- oversee all aspects of the student route visa process, in collaboration with the school's legal advisors, and report any significant risk to the School in UKVI matters to the School's Authorising Officer
- ensure that all necessary visas (and associated) documentation are correct and in place for overseas pupils
- manage Admissions Office staff, including undertaking annual performance management and setting associated targets in conjunction with the HMAc
- manage the implementation of the School's Scholarships arrangements, including preparing information, promoting the offering, and planning and having oversight of paperwork/on-line processes and arrangements for Scholarship assessments and subsequent offers

RELATIONSHIPS

FEEDER SCHOOLS, AGENTS AND POTENTIAL KESW FAMILIES

- research and maintain contact with feeder schools, supporting the Head, HMAc and colleagues with visits and identifying new opportunities for engagement with feeder schools
- oversee KESW attendance at Prep School open events and attend events where appropriate
- with the HMAc, maintain strong relationships with existing and new agents through regular communication, including updates in relation to Bridewell. Undertake travel to visit both national and international agents as agreed
- identify potential national and international sales agents; advise on terms regarding commission payments ensuring that best value for money is achieved
- attend recruitment and promotional events as appropriate
- support the HMAc and Marketing Manager in the creation of agent targeted collateral
- implement and host a programme of open days and events to encourage prospective parents and pupils to the School, providing reports on the success of these events
- plan and implement each event ensuring they are managed effectively and that staff are aware of their responsibilities
- work with the marketing team to ensure that the open events are marketed appropriately and targeted as necessary



Person specification

ESSENTIAL

- maintain and disseminate up to date knowledge of the independent schools' sector, locally, nationally and internationally
- maintain in depth knowledge of King Edward's, its history and its current offering including working with those responsible for its academic entrance requirements, examination results and SEND provision
- understand recruitment and admissions trends relating to local and international pupils, day and boarding, identifying areas of the School roll requiring promotion, and use knowledge and skills gained by previous involvement in managing activities and prospective pupil journeys to increase King Edward's pupil roll
- maintain awareness of the Prep and Primary School market to support recruitment to King Edward's and potential impacts to other schools in the Foundation
- commit to ongoing personal and professional development

DESIRABLE

- an understanding and support 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 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.