



King's College
TAUNTON

INTERNATIONAL ADMISSIONS MANAGER

CLOSING DATE:
MONDAY 12 JANUARY 2026



HEADMASTER'S WELCOME

At King's, we are committed to ensuring that every young person has the opportunity to unlock their potential, regardless of background or circumstance.

Thank you for your interest in the role of International Admissions Manager at King's College.

We are seeking an experienced and dynamic International Admissions Manager to lead the recruitment of overseas pupils aged 8–18.

This key role oversees the entire admissions journey, from generating enquiries and attending international recruitment events to managing registration, assessment, and successful enrolment.

As the primary point of contact for prospective families, you will provide accurate, timely, and professional guidance throughout the process. Strong organisational skills, cultural awareness, and excellent communication are essential.

We look forward to hearing from you and considering your application.



Michael Sloan
Executive Head, King's College Taunton

King's College and King's College Prep are Woodard Schools. We are committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

ABOUT THE SCHOOLS

King's provides continuous day and boarding education for girls and boys aged two to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 400 pupils from 13 to 18.

The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and

A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers. In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



KING'S COLLEGE

South Road, Taunton TA1 3LA

Main School Building

- 1 The Chapel
- 2 The Quad
- 3 Dining Hall
- 4 Woodard Room
- 5 Latin
- English
- Philosophy of Religious & Ethics
- Modern Foreign Languages - upstairs
- 6 Main School Corridor
- Headmaster's Office
- PA to the Headmaster's Office
- Examination Office
- Admissions Office
- Careers Office
- Maths
- 7 Philip Richards Building
- Library - upstairs
- IT Helpdesk
- Visitor toilets
- 8 Headmaster's House
- 9 Silvermead Studio and Arts House
- 10 Briar Lee Tennis Courts
- 11 Sixth Form Centre
- Head of Sixth Form Office
- Development Office
- 12 School Uniform Shop
- 13 Cookery School

- 14 Laundry
- 15 Shooting Range
- 16 CCF and Outdoor Pursuits
- Stores
- Chindits
- Army/Navy/Marines
- 17 Finance Office
- 18 Design Technology Centre
- 19 Squash Courts
- 20 First Team Cricket Pavillion
- 21 First Team Cricket Pitch
- 22 Buttler's Ramp
- 23 Tennis and Netball Dome
- 24 Tennis and Netball Courts
- 25 Sports pitches (rugby/cricket/athletics/football)
- 26 All-weather Hockey Pitch
- 27 Cricket Pavilion
- 28 Athletics Cabin
- 29 Sports Performance & Cricket Centre
- 30 Swimming Pool
- 31 Changing Cabins
- 32 Sports Hall
- Climbing Wall
- Gym
- PE Classrooms

- 33 Science Centre
- Biology
- Chemistry
- Physics
- History
- 34 Geography Centre
- 35 The Amphitheatre
- 36 The Theatre
- Black Box
- Auditorium
- 37 Music School
- The Octagon
- Music Technology
- Practice Rooms
- 38 Medical Centre
- A Bishop Fox House - Boys
- B Carpenter House - Girls
- C Meynell House - Girls
- D King Alfred House - Boys
- E Taylor House - Girls
- F Woodard House - Boys
- G Tuckwell House - Boys



A RURAL COUNTY OF ROLLING HILLS

Taunton is surrounded by natural beauty, with the Blackdowns, Mendips and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmouth are a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



THE POST

Post	International Admissions Manager
Reports to	Director of Admissions
Hours of work	Full time, all year round

The International Admissions Manager is responsible for recruiting overseas pupils to King's College Taunton and King's College Prep.

This role manages the entire admissions journey, from generating initial enquiries and attending international recruitment events, through to registration, assessment, and successful enrolment. Acting as the primary point of contact for prospective families of international pupils aged 8–18, the post-holder must be highly knowledgeable about the School and able to provide timely, accurate, and welcoming support throughout the admissions process.

MAIN DUTIES AND RESPONSIBILITIES

International Recruitment

- Represent King's College Taunton and King's College Prep at international fairs, events, and meetings to attract high-quality pupils from a wide range of countries.
- Develop and maintain strong relationships with reputable educational agents, guardianship organisations, partner schools, and other key stakeholders.
- Identify emerging trends in international markets and adapt recruitment strategies to maximise opportunities.

Admissions Management

- Respond promptly and professionally to enquiries from agents, guardians, and prospective parents.
- Manage the full admissions pipeline, from initial enquiry and registration to assessment, offer, acceptance, and induction, ensuring an organised and proactive approach.
- Coordinate testing, assessments, reference collection, and documentation in line with School policies and procedures.
- Support pupil number targets across year groups and contribute to retention and transitions between Prep and Senior School.
- Provide a high standard of customer service to families and partners, ensuring a smooth and positive admissions experience.

Data, Reporting & Compliance

- Provide regular updates and forecasts on international pupil numbers to the Director of Admissions, highlighting trends, shortfalls, and growth opportunities.
- Ensure compliance with all admissions procedures and policies, including accurate record-keeping and timely collection of deposits and paperwork.
- Serve as a UKVI Level 1 User, staying up to date with visa regulations and ensuring any significant changes to UKVI systems or procedures are communicated promptly.
- Oversee the issuing, transfer, and withdrawal of CASs for all international pupils in accordance with UKVI guidelines.

PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	Educated to degree level or equivalent professional experience Excellent written and spoken English	Relevant qualification in education, marketing, international admissions, or admissions Safeguarding training or willingness to undertake
Experience	Proven experience in student admissions, international recruitment, or a related role Experience working with international students, families, or education agents Strong understanding of UK independent/boarding school education Experience managing application processes from enquiry to enrolment Experience using admissions or CRM systems	Experience working within an independent or boarding school Experience attending international recruitment fairs or conducting overseas visits Experience of visa compliance and UKVI requirements for student sponsorship
Skills & Knowledge	Excellent interpersonal and communication skills, with the ability to engage confidently with families from diverse cultural backgrounds Strong organisational skills with high attention to detail Ability to manage multiple applications and deadlines effectively Commercial awareness and an understanding of international education markets Confident use of IT systems, including databases, spreadsheets, and email platforms	Knowledge of key international markets (e.g. Asia, Europe, Middle East) Additional language skills Understanding of safeguarding and pastoral considerations for boarding students
Personal Qualities and Abilities	Professional, warm, and approachable manner Cultural sensitivity and diplomacy High levels of integrity and confidentiality Proactive, flexible, and solutions-focused Ability to work independently as well as part of a team Willingness to work occasional evenings and weekends Willingness to travel internationally	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other, chosen, professionals

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APPOINTMENT PROCESS



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please write a brief letter of application, addressed to the HR Manager, complete the application form enclosed and send by email or letter to:

HR Department
c/o King's College, Taunton, Somerset TA1 3LA

recruitment@kings-taunton.co.uk

01823 328105 / 01823 328231

The closing date for applications is Monday 12 January 2026.



We encourage.
We are courageous.
We are King's.



King's College Taunton

South Road, Taunton, Somerset, TA1 3LA

www.kings-taunton.co.uk