



King's College
TAUNTON

ADMISSIONS OFFICER
(FIXED-TERM, 12 MONTHS)

CLOSING DATE:
MONDAY 16 MARCH 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 Admissions Officer at King's College.

King's College is a thriving, co-educational, independent boarding and day school for pupils from 13 to 18 years.

We are seeking a highly organised and professional Admissions Officer to join our team on a temporary one-year fixed-term contract.

Reporting to the Director of Admissions, this is a full-time, all-year-round position working 37.5 hours per week, Monday to Friday from 9.00am to 5.30pm, with occasional evening and weekend commitments.

The Admissions Officer will provide high-quality admissions and event support across both the Prep and Senior School, ensuring prospective families receive a warm, efficient, and professional experience. The role requires strong administrative skills, excellent communication, and proven experience within admissions in the independent education sector.

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

KEY RESPONSIBILITIES

Admissions administration

- Manage the full admissions lifecycle for prospective and current families including tours, ensuring accurate data entry, document management, and communication tracking within the school CRM system and iSAMS.

Database & CRM management

- Manage admissions enquiry data via the CRM system and iSAMS, including data cleansing, reporting, and maintaining up-to-date records.

Prospective parent engagement

- Act as a professional point of contact for all admissions enquiries by phone, email, and in person, providing timely and accurate information as required.

Event coordination

- Support and attend key admissions events, including Open Days, familiarisation weekends, enrichment and scholarship events and induction days, held both during term time and school holidays.

Reporting & roll management

- Produce accurate recruitment, conversion, and pupil number reports. Monitor school roll changes across both sites and liaise with the Director of Admissions.

Finance reporting

- Provide the Finance Department with admissions related information for fee account setup and maintenance throughout the year.

Marketing collaboration

- Work closely with marketing to supply accurate information for mailshots and communication campaigns.
- Manage follow-ups with prospective parents and feeder schools.

New pupil onboarding

- Coordinate admissions documentation, including option choices and medical data, ensuring all information is correctly captured and stored.

Departmental support

- Provide cover across the admissions and marketing team where required, including reception duties and handling general enquiries.

PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> Educated to at least A-Level 	
Experience	<ul style="list-style-type: none"> Admissions experience within the Independent School Sector Demonstrable experience in an administrative role Experience in a customer facing and/or sales role Experience building and maintaining relationships 	<ul style="list-style-type: none"> Knowledge of UKVI regulations and visa requirements for international pupils Strong understanding of Independent School sector and admissions processes An understanding of the UK educational system
Skills	<ul style="list-style-type: none"> Competent IT skills, including Microsoft Office and admissions databases and CRM systems, ideally including experience with iSAMS Excellent communication and interpersonal skills Strong admin and organisational skills and attention to detail, with the ability to manage multiple tasks and deadlines Ability to work independently and as part of a team 	<ul style="list-style-type: none"> Proficiency in data management and reporting
Personal Qualities and Abilities	<ul style="list-style-type: none"> Professional, approachable, and culturally sensitive Highly proactive and adaptable to changing priorities Willingness to work occasional evenings/weekends as required 	

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 328231/ 328190

The closing date for applications is 9.00am Monday 16 March 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