

Appointment of

Head of Admissions

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LEARNING FOR LIFE



Wellington
SCHOOL



From the Headmaster



Thank you for your interest in working at Wellington School. We are committed to equipping our children with everything they need to thrive in a complex and challenging world and our educational philosophy is built on three pillars: building outstanding relationships, pursuing excellence in everything we do and a deep love of learning.

We hold dear values such as kindness, empathy and inclusivity. A strong sense of community sees us working together to be the very best we can be in every setting. We are ambitious for our pupils and have high expectations of them; we celebrate outstanding outcomes, but we are a proudly process oriented school. We support one another in achieving our goals and we celebrate our culture of learning.

We are very fortunate to have an extremely dedicated and professional team of staff at Wellington School. We work hard to support one another and to ensure that our pupils have every opportunity to enjoy themselves and succeed in their endeavours. Do please feel free to contact us if you have any queries about this role.

Eugene du Toit

Eugene du Toit
Headmaster

Working at Wellington School

As a member of our team of support staff, you will be a key contributor to the life of a busy, thriving School and your commitment will support Wellington's vision and mission. In line with the three pillars underpinning our educational philosophy, we look to our staff to proactively support our pupils as they grow into young adults.

You will play a part in the whole-school responsibility for safeguarding pupils and we want all staff at Wellington to build outstanding relationships with colleagues and students to help them to be the best they can be. We have high expectations, but we are committed to supporting the professional development of our staff.

Wellington benefits from an outstanding estate and excellent facilities, which allow us to provide a superb learning environment alongside a broad co-curricular programme to pupils, but also creates a wonderful working environment for staff. Staff can enjoy use of our many sports facilities and the School Café. The School has a strong commitment to staff wellbeing, offering lifestyle activities such as yoga, football, netball and swimming and, during term time, all staff enjoy a free school lunch.

The School has a very strong community culture which means that colleagues work together to ensure that our pupils have the best possible experience. Our team of staff, whether they be teachers or support staff, Prep or Senior, support one another, share ideas and best practice and come together for social events.

Wellington recently achieved an excellent ISI inspection report. Our pupils' achievements and personal development were found to be excellent and we were fully compliant with regulatory and statutory regulations.

“Parents like the values the School imbues: ‘respect’, politeness’, ‘have a go, try your best’; it’s okay if you make mistakes”

Current parent





Our Academic Profile

Our pupils’ academic achievements are impressive and those leaving our Sixth Form routinely move on to Oxbridge and other Russell Group universities. We also see pupils taking up places at leading drama and music colleges, and we have recently seen greater interest by some in taught apprenticeships. Alongside academic results, we seek to develop intellectual curiosity and vital employability skills in our pupils.

A Level Results (Cumulative percentages)

	A *	A *-A	A *-B	A *-C
2022	15	40	64	82
2021	21	50	75	90
202	14	50	80	95
2019	10	36	65	81
2018	10	38	70	85
2017	11	33	66	84

GCSE Results (Cumulative percentages)

Total	9	9-8 /A *	9-7 /A *-A	9-6/A *-B	9-5	9-4/A *-C
2022	17	34	50	69	84	94
2021	20	40	61	78	90	97
2020	14	31	52	70	85	96
2019	13	29	49	68	82	91
2018	8	29	50	73	83	95
2017		23	47	68		86

BTEC Sport

	D*D*	D*D	DD	DM	MM	MP	PP
2022	0	2	1	0	3	1	0
2021	2	1	1	3	1	1	1
2020	0	0	0	2	3	0	1

“The quality of pupils’ academic and other achievements is excellent.” (ISI Inspection Report, 2023)

The Post: Head of Admissions

Following internal promotion and expansion of the team, the School is looking to recruit a new Head of Admissions to commence as soon as practicable. This established role will be responsible for the management of all aspects of admissions to Wellington School from both UK and international applicants. Reporting to the Head, sitting on the School's Management Team and working closely with the Leadership Team, the Head of Admissions plays an essential part in developing and sustaining the reputation and profile of Wellington School, across both the Prep and Senior School settings.

As a frequent point of first contact for current and prospective parents, the Head of Admissions will have excellent interpersonal skills and be an energetic and innovative self-starter. A desire to provide a first-class service when dealing with current and prospective parents, agents, clients and other stakeholders is vital. The successful candidate will share the Headmaster's vision of raising Wellington's profile both in the UK and abroad and will be comfortable with working to consistently high standards.

Experience in admissions and/or marketing is preferable. A service orientation, initiative, commercial acumen, strong work ethic and an ability to build outstanding relationships and work well in a team will be central to success. The Head of Admissions will work within a tight-knit team and regularly collaborate with the Marketing, Development, Finance, Operations and Boarding functions. Everyone at Wellington is passionate about the success of the School and sharing this passion will be crucial.

As a key public face for Wellington School, the ideal candidate will be a highly motivated, proactive individual and an exceptional communicator. They will play a key role in co-ordinating the cyclical admissions process alongside shaping and developing innovative ideas and strategies for attracting new families to join the school.

This is a full time post. The nature and seniority of this position means that the Head of Admissions needs to be prepared to work such hours that are necessary. Travel (both nationally & internationally) and the ability to work some evenings and Saturdays will be required in order to fulfil the requirements of the role.

"It's the sort of school where it's cool to work hard and make something of yourself" Current pupil





Key Responsibilities & Tasks

The Head of Admissions line manages the Admissions Team (currently three staff), and is responsible for managing the administration of all applications to Wellington School and takes a leading role in all aspects of the admission process. They will take responsibility for the gathering and interpretation of all admissions data and advise the Leadership Team on current numbers and forecasting, present to the Management Teams (Prep & Senior) when required and brief Governors at the External Relations Committee each term. This critical perspective informs future developments of the admissions strategy for the School.

Being a professional, timely and knowledgeable point of contact for anyone contacting the School, or for any enquiries made by members of the school community, the Head of Admissions is responsible for all points of entry to Wellington School and ensures that all aspects of registration are completed and candidate's details are entered accurately into the relevant database. Working with feeder schools and the Heads of Section in the management of transition, including between the Senior and Prep Schools, the role acts as primary contact for parents and agents of applicants. They have responsibility for the organisation of tours of the School, utilising appropriate staff and pupils, and are at the forefront of promotional events (e.g. open days).

From an international perspective, the role is key in developing and sustaining excellent working relationships with overseas agents (and includes international travel), providing information for visa applications, and as the Level 1 User, ensuring the School meets all regulatory requirements set down by the UKBA to meet Highly Trusted Sponsor status; and ensuring relations with agents are transparent and legal.

The Head of Admissions will monitor boarding house capacity to maximise the number of boarders and to ensure Head of Boarding has regular and full information on all boarders and will liaise closely with academic staff (most notably the School Timetabler) to ensure appropriate numbers for set sizes are maintained.

The Head of Admissions manages the annual admissions cycle; facilitating scholarship application and allocation processes; arranging timetables for applicants; acquiring candidate's references; administering testing and communicating decisions to parents and feeder schools. The role liaises regularly with the Finance Department on bursary applications, scholarships, fees and deposits, ensuring a constant flow of information and is responsible for the transfer of information from Admissions to the appropriate academic and/or pastoral staff to facilitate entry.

Skills & Experience

The successful candidate's personal and professional skill-set will incorporate the following:

Previous Independent School Admissions experience is desirable.

Excellent interpersonal and presentation skills.

The ability to communicate confidently with agents, parents, pupils, colleagues and feeder-school staff.

Being self-motivated, enthusiastic and committed to achieving tangible results and outcomes

A friendly, professional, diplomatic and approachable manner

Excellent problem-solving skills and a solution-oriented mindset

Excellent spoken and written English

Great attention to detail.

The ability to work as part of a team, as well as independently.

Strong data management skills and experience of using management information systems is desirable

Excellent time management, and an ability to work under pressure and to deadlines.

"Pupils have a strong sense of community, particularly in boarding, and work effectively in groups through their varied activities beyond the classroom" (ISI Inspection Report, 2023)





Terms & Application Process

Wellington operates its own competitive support staff salaries, which will be discussed at interview or on offer of appointment.

Holidays - 25 days per annum plus 8 Bank Holidays, to be taken during school holidays.

Contributory Pension Scheme

Fee remission for children who attend the School in any years from Reception – Sixth Form

Free school lunches during term time

A commitment by the School to your professional development

Use of Sports Facilities (subject to availability) and free wellbeing classes (e.g. Yoga, Football etc)

Free on site parking and cycle to work scheme.

Reports to:

Eugene du Toit - Head

Application process:

Please apply online via the School's website as soon as possible (<https://www.wellington-school.org.uk/senior/information/job-vacancies/support-vacancies>), and by no later than Sunday 29th October 2023.

Please contact the HR Team, if you have any queries about the role or the application process (hr@wellington-school.org.uk)

"Pupils show a high level of kindness and respect towards each other and have a very inclusive approach to their diverse community" (ISI Inspection Report, 2023)

Closing Date – **Sunday 29th October 2023**

Post holders must be committed to safeguarding and promoting pupil welfare. They will be subject to an enhanced DBS and Child Protection checks. We are an equal opportunities employer.

“The support system within the school has encouraged me to reach for the stars, and achieve them!”

Current pupil

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