ROYAL HOSPITAL SCHOOL

RECRUITMENT PACK FOR THE ROLE OF

Admissions Manager

As soon as possible

EMPLOYMENT STATUS	Full Time/Permanent
SALARY	£38,000 - £42,000 gross p.a depending on experience
CLOSING DATE FOR APPLICATIONS	09:00 on Tuesday 3 November 2026
INTERVIEW DATE(S)	9 November - however interviews could happen at anytime

KEY **FACTS**

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 560

Percentage of boarders: Approx. 51%

Percentage of international pupils: Approx. 24%

Fees per term: Boarding £12,906– £16,617 and day £7,326– £8,521

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: RHS met all the standards and regulations in the January 2025 inspection.
Read the excellent full report here:
royalhospitalschool.org/about/isi2025

Leading Independent Schools HMC

bsa BOARDING SCHOOLS' ASSOCIATION

independent schools council

THE **ROYAL HOSPITAL SCHOOL**

WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Steve Dixon
Acting Headmaster

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.

TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.

PEARSON NATIONAL TEACHING AWARDS SILVER WINNER

In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A*-A or Distinction*-Distinction, 69% at A*-B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9-8, 56.3% at grades 9-7 (an increase of over 5%), and 97.8% at grades 9-4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.

CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).

FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.

WELLBEING

As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY

Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.

JOB DESCRIPTION

Admissions Manager	
Overview	The Admissions Manager is responsible for managing the admissions process from initial enquiry through to application, assessment, interviews, offer and induction for domestic pupils. This is an exciting opportunity to play a pivotal role in recruiting pupils from across the UK to the Royal Hospital School. A family-focused role with responsibility for recruitment events, the admissions and conversion process; supported by the wider marketing and admissions team, this position would suit a motivated individual seeking to make a meaningful impact within a dynamic and ambitious school community.
Reporting to	The Admissions Manager reports to the Head of Marketing and Admissions.
Employment status	Permanent, full-time employee.
Salary band / pay point	Circa £38,000-£42,000 gross per annum, depending on skills and experience
Hours per week / weeks per year	37 hours per week/52weeks per year. Core working hours: 08.30-17.00 Monday to Thursday and 08.30 to 16.30 Friday. There will be the need for occasional evening and weekend working, depending on the needs of the School.
Key Objectives	• Effectively manage the UK admissions pipeline to maximise pupil recruitment, including Day and Domestic Boarding pupils. • Design, deliver, and evaluate UK admissions events, including Open Days, Experience Mornings, and Assessment Days. • Maintain strong, collaborative relationships across the school to support admissions outcomes, including close working with Marketing and Heads of Departments. • Act as a highly influential ambassador for the school, building excellent relationships through outstanding customer service. • Utilise the CRM system to ensure accurate record-keeping and data management, enabling effective pipeline oversight and accurate pupil forecasting. • Line manage and support the UK Admissions Team.
Key Responsibilities	Admissions Pipeline Management • Overall responsibility for the effective management and evaluation of the admissions pipeline, from initial enquiry through to induction.

- Design and delivery of effective conversion initiatives to ensure enquiries progress through the admissions funnel as efficiently and effectively as possible.
- Monitor pipeline data to identify trends and patterns that may present challenges or opportunities for pupil recruitment.
- Understand and respond to the needs of families at different stages of the admissions journey.
- Ensure a personalised customer experience wherever possible, tailoring communications across face-to-face, email, and telephone channels.
- Maintain exceptional standards of customer service across the team, ensuring timely and accurate information sharing.
- Coordinate accurate admissions administration, including the uploading of forms and data to iSAMS and MySchoolPortal.
- Manage the offering of places in line with the School's Admissions Policy.
- Develop and maintain relationships with external education consultants and recruitment agents, including those supporting military families (CEA).

Event Management

- Manage the full programme of UK admissions events, including Open Days, Experience Days, Sixth Form recruitment events, subject-specific taster days, individual tours, taster days and boarding nights, pupil interviews, and Assessment Days.
- Ensure the smooth and efficient operational delivery of all events, optimising the family experience and tailoring activity to pipeline stage.
- Work closely with colleagues responsible for delivering individual components of events.
- Evaluate events robustly and evolve provision accordingly.
- Support the planning and delivery of external recruitment events, including fairs, exhibitions, sponsored events, and those organised through feeder schools or recruitment networks.

CRM and Data Management

- Use the School's CRM system (HubSpot, moving to Digistorm) on a day-to-day basis to manage the UK admissions pipeline.
- Contribute to the continued development of team expertise in CRM usage, accessing training and support as required.
- Ensure accurate and comprehensive logging of data and pipeline interventions.
- Track and evaluate key KPIs using CRM data, including event attendance and pipeline conversion rates.

Stakeholder Networks

- Work closely with the Head of Admissions (International), to align provision, share expertise, resource and generate efficiencies across UK and International admissions.
- Develop and maintain strong professional relationships with colleagues across the school to support successful admissions outcomes.
- Work closely with Marketing colleagues to contribute to top-of-funnel enquiry generation, sharing expertise and resources, and ensuring consistent messaging to families.
- Develop and maintain relationships with external education consultants and recruitment agents, including those supporting military families (CEA).

Line Management

- Provide effective management of the UK Admissions Office, and line management of the UK Admissions Officer.

	• Ensure appropriate delegation, support, and appraisal to achieve optimal outcomes. • Ensure effective admissions office cover during working hours, including supporting the International Team when required. • Manage an out-of-hours working programme fairly across the team, including tours and weekend events. Other Responsibilities • Follow admissions best practice and proactively seek opportunities to improve provision. • Uphold confidentiality at all times when handling admissions data and sensitive pupil information. • Contribute to wider Marketing and Admissions projects. • Demonstrate a commitment to evaluation and continuous improvement, identifying opportunities to evolve activity and explore new initiatives. • Contribution to development of admissions opportunities as part of the schools' ILG integration journey. • To ensure the safeguarding and wellbeing of children and young people at the School, in accordance with School policies. • To adhere to School policy on safeguarding and updating training as required. The duties and responsibilities of this role may evolve over time, in line with the needs of the School.

PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

Admissions Manager		
	Essential	Desirable
Education and qualifications		Educated to degree level or equivalent. Relevant professional qualifications across administrations, project/event management, marketing (such as CIM) or admissions (such as AMCIS).
Experience	Experience of working within a marketing or admissions team in an educational setting. Demonstrable experience of effective sales funnel management, including conversion tracking and delivery. Proven ability to build and maintain positive, productive relationships with a wide range of internal and external stakeholders. Team leadership or line management experience, with the ability to delegate effectively and support team members. Experience of producing, analysing, and evaluating data, and preparing and presenting accurate management information. Event management experience, including design, delivery, and evaluation. Experience of designing and delivering against an operational plan. Significant administrative experience using management information systems or CRM software.	Experience of working in an independent schools marketing or admissions team. Experience of using iSams. Experience of using HubSpot CRM.
Skills and Knowledge	Ability to see and shape the bigger picture, whilst also maintaining close attention to detail. Highly developed process planning and organisational skills.	Understanding of the independent schools sector, including its opportunities and challenges. Knowledge and use of SharePoint.

	Excellent IT skills, particularly across Microsoft Office. Outstanding written and verbal communication skills, with strong interpersonal ability. Strong analytical skills with the ability to develop practical solutions. Proactive approach, demonstrating initiative and sound judgement. Ability to manage and motivate a team through effective delegation and support. Ability to prioritise workload and meet deadlines. Ability to collaborate effectively across departments and cross-functional teams. Strong commitment to delivering exceptional customer service. Demonstrates creative thinking and intellectual curiosity, with a willingness to explore new ideas, challenge existing approaches, and continuously improve practice.	
Additional Requirements	A commitment to the aims and ethos of The Royal Hospital School Able to work flexibly in response to the needs of the role as some evening and weekend work is necessary.	

THE **BENEFITS**

PENSION
Pension Scheme

FEE REMISSION
School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)

USE OF FITNESS FACILITIES
Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.

HEALTH PROVISION
Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.

PROFESSIONAL DEVELOPMENT
There are plenty of opportunities for staff development, including INSET.

DEATH IN SERVICE
The school has a Death in Service benefit of 1 x basic salary.

MEALS
Lunch provided during term time.

CYCLE TO WORK
Access to the Cycle to Work scheme.

COMMUNITY
You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.

WESTFIELD REWARDS
Discounts from various high street and online outlets.

ONSITE PARKING
Free onsite parking.

REFER A FRIEND SCHEME
Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

HOW TO **APPLY**

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.