

## Appointment of Head of Admissions



**St Olave's Prep School**  
BRINGING OUT THE BEST

## An introduction to St Olave's Prep School



St Olave's Prep School is a diverse, friendly and very successful co-ed day school. It benefits from a superb reputation in the area for providing an excellent education across the curriculum and nurturing all pupils so that they achieve outstanding success in a wide range of areas. Parents also value the friendly, family nature of the school and the very high quality of teaching. The school was founded in 1932 and became a charitable trust in 1970. The premises have been extensively expanded and modernised to meet demand for places.

St Olave's is a mixed ability school with approximately 220 children aged 3 to 11 years. There is one Nursery class expanding to two forms per Year group from Reception to Year 6. Early Years entry is non-selective, while older children joining the school are assessed for general suitability.

Pupils leaving the school at 11 years usually gain places in a school of their choice, some with scholarships. The schools that the pupils progress on to are independent senior schools in the South East London area and Kent as well as maintained grammar and secondary schools.

The dedicated and highly motivated Trustees, Senior Leadership Team and staff provide a superb environment in which every child can flourish and develop his or her talents to their full potential. The school offers a broad curriculum where pupils achieve academic success while exploring their talents and interests in the creative arts, music and drama.

## Our Mission Statement



A St Olave's Prep School education prepares every child to progress to the next stage of their education with self-confidence, technical abilities, knowledge and ideals, so that they can take full advantage of every opportunity that comes their way.

### To achieve our aims we

- have high expectations of all children and challenge individual abilities
- encourage and foster a love of learning in a stimulating and caring environment
- prepare children for their future learning
- develop the whole child's academic, pastoral and emotional well-being
- prepare children to become responsible citizens for the 21st century, playing an active role in the community
- provide a happy, safe environment where a child feels confident to talk to staff
- uphold a Christian ethos whilst encouraging respect for all other religions and beliefs
- provide quality first teaching
- provide effective home-school partnership
- cater for individual needs

## Our School ethos and culture



- The culture of the school is inspirational and aspirational. Whatever the level of achievement of children when they arrive, they will be supported, challenged and inspired to achieve their best. This is achieved through excellent individual knowledge of every child and by an unrelenting focus upon high expectations and expert teaching.
- We cherish the diversity of our school community. We are a school where children from a rich variety of backgrounds mix readily and easily. We are open minded and have an international outlook, in light of the global opportunities that we are preparing children for.
- Our children make exceptional academic and personal progress. This is made possible by an individual, personal approach to the academic development of each child which is characteristic of our inclusive and warm community. This is a school with a 'family' atmosphere where students mix readily between age groups and great emphasis is placed upon service to others within and outside our community.
- Our emphasis on learning outside the classroom, to support learning inside the classroom is very important to us - we genuinely believe in a creative and balanced education, hence the value we place upon a rich and diverse co-curricular and enrichment programme.
- We provide an innovative education, bringing technology into the classroom to equip children with the skills they need for a life and career in a tech-driven future.

## Leadership, Management and Governance



The Head of St Olave's Prep is Miss Claire Holloway, who was appointed in 2017.

The Senior Leadership Team includes:

- Headteacher
- Deputy Head (Academic)
- Assistant Head (Pastoral & Inclusion)
- Head of EYFS
- Bursar and Clerk to the Trustees

The Board of Trustees is headed by the Chairman (Peter Houillon) and consists of up to nine Trustees.

## Facilities and Local Area



Our specialist sports facilities can be found 10 minutes from the school, in New Eltham. Every week, groups of children walk to the courts and pitches for their games afternoons.

We are situated in the London Borough of Greenwich on the borders with the London Boroughs of Bexley and Bromley. The catchment area is solid, containing London commuter families as well as parents working locally. Central London is 25 minutes away by train and the school is just off the A20 and about seven miles inside the M25. Our nearest train station is New Eltham.

## About our school



The school nurtures children in their most formative years, introducing children of three to the social aspects of mixing with other children and the beginnings of reading, writing and mathematics. By the time they leave the school to transfer to secondary schools, the foundations have been laid for independent study, an understanding of the world of today and their role within it and the ability to problem solve. The St Olave's pupil has an enquiring mind and a motivation to succeed within the context of caring for and respecting others.

Although the school is always full of activity, the atmosphere is calm, caring and conducive to learning, with a respectful rapport between pupils and staff. Teaching combines traditional methods with the use of new technology and is conducted at a pace that maintains the interest and motivation of each pupil. From the start each one is stimulated and encouraged to explore a range of activities, which help to develop confidence and skill. Clubs are varied and led by the children's interests and staff enthusiastically involve their pupils in many supervised activities at lunchtime and after school.

Pastoral care is given high priority and pupils are looked after and supported by staff in all aspects of school life. There is always time to listen, time to talk, and time to help. Parents are encouraged to take an active part in their child's learning.

## **JOB DESCRIPTION – HEAD OF ADMISSIONS**

*St Olave's Prep School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

### **Role Purpose**

The Head of Admissions is responsible for the effective management and delivery of admissions activity at St Olave's Prep School. The role combines operational leadership of admissions processes with strategic input, ensuring that agreed recruitment targets are met and that prospective and current families experience a warm, professional and well-organised admissions journey.

The postholder works closely with the Headteacher and Bursar and is accountable for delivering admissions priorities set by the school's leadership. This is a lead, non-teaching role with responsibility for implementing admissions strategy.

### **Governance and Accountability**

The Head of Admissions is accountable to the Headteacher for all admissions activity.

Strategic decisions relating to pupil numbers, fee positioning, offers, bursaries and long-term planning are made by the Headteacher in consultation with the Bursar and Trustees. The successful postholder will provide high-quality information, analysis and recommendations to inform decision-making.

### **Whole School Aims**

In carrying out this role, the Head of Admissions will actively support the school's aims:

- To encourage all children to develop their full potential
- To promote excellence in academic, creative and athletic endeavours
- To foster integrity, kindness and respect for others
- To celebrate diversity and cultural understanding
- To build confident, independent learners prepared for life beyond school

St Olave's Prep School values warmth, community and high expectations, and seeks to work in close partnership with parents at every stage of a child's journey.

## **Admissions Leadership & Delivery**

The Head of Admissions will:

- Manage and deliver the school's admissions processes from first enquiry through to enrolment
- Implement admissions priorities and targets agreed with the Headteacher
- Maintain oversight of the admissions pipeline, ensuring timely follow-up and high standards of communication
- Monitor enquiries, visits, assessments, offers and acceptances, identifying trends and areas for improvement
- Provide regular admissions reports and data analysis to the Headteacher
- Ensure the smooth running of Open Days, school tours, assessments, transition days and other admissions events
- Oversee the transition from prospective pupil to enrolled pupil, including joining packs and welcome information

## **Parent Experience & Relationships**

The Head of Admissions will:

- Act as the primary point of contact for prospective families, offering a warm, professional and highly personalised experience
- Build positive relationships with families from initial enquiry through to enrolment
- Maintain close liaison with feeder nurseries, local settings and senior schools
- Support families at key transition points in collaboration with the Headteacher and relevant staff
- Manage exit processes, gathering and summarising feedback from families who leave the school

## **Admissions Systems, Data & Reporting**

The Head of Admissions will:

- Maintain accurate admissions records and databases, ensuring data integrity and GDPR compliance
- Track admissions activity and outcomes, producing clear and timely reports for the Headteacher
- Provide insight and analysis to support leadership decision-making
- Ensure admissions administration processes for joiners and leavers are completed accurately and efficiently

## **Marketing Support (Admissions-Focused)**

The Head of Admissions will:

- Support the delivery of a school-led marketing strategy agreed with the Headteacher
- Coordinate admissions-related marketing activity and liaise with external suppliers where required

## St Olave's Prep School

- Draft and update copy for admissions communications, website content and prospectus material
- Work with staff to identify positive, appropriate content that reflects the life and values of the school
- Support the promotion of Open Days and key school events

### **Decision-Making**

The Head of Admissions will manage the day-to-day operation of admissions independently and will refer all strategic, financial or policy-related decisions to the Headteacher and Bursar for approval. This includes decisions relating to fees, offers, bursaries, pupil number planning and significant changes to admissions processes.

### **Key Skills and Attributes**

The successful candidate will demonstrate:

- Proven experience in admissions, marketing or a closely related role
- Strong organisational skills and the ability to manage multiple priorities effectively
- Excellent interpersonal and communication skills, with a warm and professional manner
- Confidence in working with data and producing clear reports
- High standards of discretion, integrity and confidentiality
- Meticulous attention to detail and strong written communication skills
- A collaborative approach and commitment to the values of a small, child-centred school

### **Why Join St Olave's Prep School?**

This is an opportunity to play a significant role in the continued success of a thriving small independent school. The Head of Admissions will work closely with the Headteacher and Bursar, have a visible impact on pupil recruitment and retention, and be a valued member of a committed and supportive school community.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that they will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder. If you don't have all of the experience listed above, but are interested in applying, please contact the School Office.



**To apply, please send a completed application form and a covering letter demonstrating how your skills and experience make you a suitable candidate for the post to [office@stolaves.org.uk](mailto:office@stolaves.org.uk).**

Applications will be considered on receipt and should arrive no later than **9.00am on 2<sup>nd</sup> February 2026**.

St Olave's Prep School acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Independent School Inspectorate (ISI) requirements. Applicants must undergo child protection screening appropriate to the post, safer recruitment vetting, including checks with past employers, and an enhanced DBS check.

For further information, please see our Safeguarding/Child Protection policy which can be found on our website: <https://www.stolaves.org.uk/about-us/school-policies>