



RICHMOND HOUSE SCHOOL



Candidate Information Pack Data and Admissions Officer

Start Date: Summer 2026



THE SCHOOL

The School

Richmond House School is a non-selective independent preparatory school and nursery for children aged 2-11 years, situated in North Leeds. Our high calibre staff deliver an outstanding education that realises the unique potential of each and every pupil, and create an environment where children are happy to learn. The school benefits from 10 acres of playing fields which incorporates sports facilities and a dedicated outdoor learning area.

Our latest ISI Inspection in February 2025 confirmed that all Independent School Standards were met, highlighting key strengths:

“Pupils’ wellbeing is prioritised, with PEAK values embedded in education.”

“The curriculum supports good progress from different starting points, with pupils gaining knowledge and skills across all subjects.”

“Pupils engage in a wide range of extracurricular activities.”

“Pupils develop confidence, respect for others, and a mature understanding of their responsibilities in a diverse community.”

Academic excellence is a critically important factor in our ongoing success and contributes to our high pass rate at 11+ examinations, with many pupils gaining scholarships. Many secondary schools describe our pupils as well prepared, independent learners with outstanding communication skills. We are non-selective and currently have over 270 pupils on roll. The school has a wide catchment area and children travel from a 10-mile radius.



Mission and Values

Our Mission

To provide an outstanding education, that realises the unique potential of every pupil, whilst ensuring the very best pastoral care.

Our Values

Our values are the norms, behaviours and beliefs that guide pupils and staff at Richmond House. Our values are as follows:

Participation – Actively engage in all opportunities presented, explore new interests, and embrace challenges.

Enjoyment – Adopt a positive mindset, approach things with a smile on your face, and aim to bring out the best in others.

Achievement – Work towards being the best version of yourself, recognising and celebrating your accomplishments and those of others.

Kindness – Consider the feelings of others, be polite, respectful, and honest, and extend a hand to those in need.

Our values can be abbreviated to the acronym 'PEAK'.



PEAK

Participation | Enjoyment | Achievement | Kindness

Teaching and Learning

Staff are committed to giving each child the opportunity to develop into confident individuals, prepared for their future academic, social and emotional challenges when they leave us at the end of Year 6. We pride ourselves on realising the unique potential in every child and offer a challenging and varied curriculum. Alongside our Class Teachers, who deliver most of the National Curriculum subjects, we have several specialist teachers delivering Sport, Art, Design Technology, Drama, Music, Science, French, Spanish and Outdoor Learning.

The academic performance of each individual child is monitored on a regular basis and tracked through formative and summative assessments. We offer SENDCo support throughout school and our SENDCo works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil that requires additional support.

We do not confine learning to the classroom and we incorporate many activities to complement our academic curriculum. Outdoor Learning forms a key part of our curriculum for all year groups, ensuring we make full use of our outside space and Yurt.



Pastoral, Wellbeing and Safeguarding

The pupil's wellbeing is central to everything we do at Richmond House. We believe that to be successful, we must be a happy school and we work closely with staff, parents and pupils to ensure the wellbeing and progress of all the children in our care. Central to this is our very own Wellbeing Star which plays a significant role in informing the planning of themed assemblies, PSHE lessons and whole school events.



Enrichment and Wraparound Care

We operate pre and after school care from 7.30am until 6.00pm daily, and additionally, have a school holiday club available to all our pupils. After school activities are extensive and include art, chess, musical theatre, netball, and rugby, to name but a few.

Trips and visitors also form an important part of school life and help to bring alive the curriculum.

The school has a strong sporting culture. Decorated triathletes, Alistair and Jonny Brownlee, are Richmond House alumni. Our extensive outdoor space facilitates a variety of sporting pursuits including cricket, cross country, football, hockey, netball, rounders, rugby and tennis. The opportunity for every child to participate from Nursery to Year 6, whatever their ability, is paramount, and the school operates an inclusive sports policy. Great emphasis is placed on involvement in activity and the encouragement of others. Our teams regularly compete against other schools in a wide variety of fixtures and tournaments with frequent success.



At Richmond House School we passionately believe that music is an intrinsic ingredient of a rounded education. Participating in singing, classroom collaborative activities, learning an instrument and being involved in Richmond House's eclectic array of musical extra-curricular activities, develops confidence, teamwork, communicative ability, and a life-long love of music. Our strong culture of music and drama creates opportunities for the whole school to come together to deliver outstanding performances. These performances include a Year 6 play, Harvest Festival, Christmas Concert, Spring Concert, nativities, and Prize Day performances.

Pupils are encouraged to learn an instrument, and over half of the children in the school have one to one music lessons, many of whom go on to join the school's Orchestra or Guitar Ensemble. Singing is also an important part of class music lessons throughout the school and many pupils are involved in one of our large Junior or Senior Choirs and our Jazz Choir. In the past our choirs have performed with the Yorkshire Philharmonic Choir.



THE ROLE

The Role

We are looking for an enthusiastic and pro-active Data and Admissions Officer to join our team.

This role requires strong digital confidence, excellent communication skills, the ability to produce accurate work in a busy and varied environment, along with and a warm, empathetic and professional approach when working with children and families. The post holder will embody the school's PEAK values and use initiative to support the school's growth and improvement. The Data and Admissions Officer will play a central role in ensuring the smooth daily running of the school.

The role is offered on a full-time basis (including school holidays), with flexibility available to suit the successful candidate.

Main Purpose of the Job

- Maintaining accurate pupil data within the Management Information System.
- Using a number of IT systems accurately to support attendance processes and the admissions pipeline.
- Co-ordinating staff cover and managing duty rotas.
- Creating and presenting reports.



Job Description

We are seeking an enthusiastic and pro-active individual to join our busy school office team. The role supports the day-to-day running of the school, including staff cover coordination, attendance and admissions administration, parent events, and effective use of the school information management system. The successful candidate will be professional, approachable and able to work efficiently in a fast-paced environment.

Core responsibilities of the role will include:

1. School Operations & Administration

Daily Staff Cover & Duty Coordination

- Arrange routine and same-day cover for absent staff.
- Update and distribute daily cover lists in a time sensitive manner.
- Maintain and update break and lunchtime duty rotas.

Attendance Administration

- Record and report on absences and late arrivals and carry out any required follow up.
- Maintain accurate attendance records in the MIS.
- Produce attendance reports when required.

Parent Evening Administration

- Set up online booking systems and appointment schedules.
- Support staff with event logistics and communication.

2. School Information Management Systems (e.g., SIMs)

- Act as the school's SIMS Lead, offering guidance and day-to-day expertise.
- Maintain and update pupil and parent information accurately.
- Generate and present data reports.
- Manage permissions, contact details, and consent records.
- Recommend improvements to digital workflows and data processes.

3. Admissions Support

- Represent the school, assisting with enquiries, tours, visits and taster days.
- Input applicant data and maintain accurate records.
- Support the preparation of standard admissions documents.

4. General Office Support

- Have the capacity and willingness to assist with phones, emails, reception, and general enquiries during busy periods.
- Support document preparation, printing, copying, and staff communication.
- Maintain a professional and welcoming presence to both pupils and parents in a busy school office environment.
- To be a trained first aider and assist in attending to sick and injured pupils.
- To undertake other duties within the school as may be reasonably expected, from time to time, without changing the general character of the duties or the level of responsibility entailed, as required by the Headteacher.

Person Specification

Essential

- Strong digital skills, using a range of systems, with the capacity to learn and explore new IT systems with confidence.
- Excellent organisational skills and ability to manage multiple time sensitive tasks.
- Calm, approachable, and professional communication style.
- High accuracy and attention to detail, especially with data.
- Ability to maintain confidentiality and uphold safeguarding procedures.
- Reliable, solution-focused, and able to use initiative.

Desirable

- Degree-level education or a vocational qualification (or equivalent) in business, administration, or a related field.
- Experience working in a busy office or business environment.
- Confidence using digital databases or CRM-style platforms.
- Experience coordinating schedules, rotas, or workflow processes.
- Familiarity with MIS systems (SIMS, Arbor, iSAMS) or similar business-based data systems.
- Experience handling enquiries in both written and verbal communication, as well as providing face to face customer support.



Employment Benefits

The package will include:

- A competitive salary dependent on qualifications and experience, between FTE £30k -£33k.
- Flexibility for full time or part time to suit the successful candidate.
- Where relevant, a fee remission for the successful candidate's children starting after the appointment.
- CPD opportunities including comprehensive online training packages.
- Six weeks paid annual leave (within a 50 week contract).
- Lunches provided free of charge during term time.
- Salary sacrifice schemes for cycle to work.
- Competitive private health care scheme.



Application Process

Please download an application form from our website:

www.rhschool.org/contact-us/vacancies

Return to:

enquiries@rhschool.org

Application deadline:

Wednesday 13th May 2026

Interviews:

Wednesday 20th May 2026

Candidates are welcome to take up the opportunity of an informal visit, prior to submitting an application.

All applicants should submit a fully completed application form along with a supporting letter of no more than one side of A4, indicating how your prior experience makes you the ideal candidate for this role.

Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be undertaken for shortlisted candidates and successful applicants are subject to an enhanced DBS check.





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