



JOB DESCRIPTION

Position: Education Administrator (Wellness and Student Experience)

Reports to: Senior Education Manager

Salary: £14,870.70 per annum

Location: Highgrove, Gloucestershire, GL8 8TQ

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The post holder will be an integral part of the Education Team, ensuring a high-level of student focused administration and interactions with our Post Graduate level students and other service users. The role will also involve the introduction of wellness into the student experience as we research and develop a new and exciting project at Highgrove.



The post holder will work closely with all staff members in the Education Team, who deliver a range of craft-based programmes based at Highgrove.

Key Tasks

Specific Duties will include:

- Liaise with and support colleagues delivering Highgrove Education and the Health and Wellbeing initiative, including education staff, wellbeing staff, the Research Associate in Health and Wellbeing and external partners working on collaborative health and wellbeing research.
- Work with the Education Administration Lead at Dumfries House to use standardised approaches to booking systems, education newsletters, record keeping and data collection.
- Build a positive rapport with service users and students in a pastoral and professional manner in line with The King's Foundation ethos.
- The administration of educational and health delivery, meetings and appointments at The King's Foundation at Highgrove.
- Responsible for the maintenance of accurate records, systems and paperwork and communication.
- Liaise with institutions, internal and external stake holders.
- Compile regular data and stats for evaluation purposes in consultation with health and education colleagues.
- Compile and support evaluation feedback from completed programmes, workshops and wellness provision.
- Initial point of contact for Health and Wellbeing and Education enquiries admissions, enrolments and bookings. Work minimum of 3 day per week from Monday to Friday with evening or weekend options available.

Finance

- Administrate invoices and other payments.
- Administrate accommodation bookings.

General

- General support as necessary, of the wider education offering at Highgrove including assisting when required with events both on the estate and offsite.
- Where appropriate liaise with the education departments across other King's Foundation sites.
- Maintain familiarity with The King's Foundation handbook and relevant HR procedures.
- Undertake any other duties as may reasonably be required of you in the post.

It is in the nature of the work of the King's Foundation that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises, and tasks which are not specifically covered in their Job Description must be undertaken.



Person Specification

The essential skills, knowledge and experience required are:

- A track record in an administrative role.
- Data tracking / managing information systems.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.
- Open and positive communication style.
- Strong written communication.
- Administrative and project support experience.
- Strong organisational and time management skills.
- The ability to communicate efficiently and clearly in spoken and written language with people from a wide range of backgrounds.
- The successful candidate should hold a minimum of 3 A levels or equivalent.
- Highly competent in Microsoft Office packages.

Desirable

- Familiar with Mailchimp and creating external communications.
- Familiar with creating promotional literature.
- An interest in holistic wellness.
- Experience of working in an educational setting with adults.

Other:

- The post will be based onsite at Highgrove (Barley Court), Doughton, Tetbury, Gloucestershire, GL8 8TQ. Hybrid and Remote Working are not available for this role.
- Your working hours will be Part Time 22.5 hours per week, Monday to Friday, with weekend days an option.
- The post holder should have a current, clean driving licence.
- Occasional lone working will be required due to the nature of the estate.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory DBS check.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday the 10th of July 2026 at 5pm.