

**JOB TITLE: SCHOOL REGISTRAR**

**LINE MANAGER :** MARKETING & DEVELOPMENT MANAGER

**SALARY:** £26,000- 28,000 DEPENDING ON QUALIFICATIONS AND EXPERIENCE

**GENERAL**

The role of Registrar requires the successful candidate to be responsible for all aspects of pupil admissions into the school, both from within the UK and from abroad and from Pre-Prep through to Sixth Form. We are looking for someone who has: excellent customer service and communication skills; good experience with the use of Microsoft Office and also experience of using a database programme; the ability to prioritise strategic tasks whilst carrying out the department administrative tasks. The ability to work as a team member with all members of the School community is also essential.

**SPECIFIC QUALITIES REQUIRED**

- A courteous and welcoming manner under all circumstances
- The ability to build strong and effective relationships with both colleagues and prospective parents
- Excellent communication skills
- Enjoyment of team work
- Experience of database management
- A high standard of working knowledge of Excel, Word and Outlook to include diary management
- A high degree of accuracy with attention to detail
- A flexible approach with a willingness to adapt to the changing demands of school life and to the challenges and changes of the recruitment market.

**HOURS OF WORK**

40 hour working week (0800-1700 with an hour for lunch)

Work occasional evenings and weekends when required for marketing and admission events such as Open Days/Evenings

52 week per year on a permanent contract.

25 days holiday not including bank holidays to be taken in school holiday time unless alternative term time dates are specifically authorised by the Headmistress.

## KEY TASKS

To lead and execute an efficient and welcoming Admissions Team:

- To be the first point of contact to prospective parents and build a strong relationship with them throughout the admissions process.
  - o Efficiently, appropriately and promptly manage requests for information received by website, email, telephone, post or in person
  - o Follow up all enquiries with further invitations and information where appropriate providing advice and support for prospective parents
  - o Maintain links with parents who have accepted a place for their child, prior to the point of physical admission
  - o Keep leads warm whilst liaising with key staff members to give prospective parents a positive first impression. Reactivate leads when cold.
  
- To liaise closely with Overseas Agents and Tier 4 Consultants to ensure the smooth transition of the admissions process to overseas pupils. Prepare and assign CASs following Border Agency rules subject to oversight from the Headmistress. Maintain contact with pupils once enrolled, and act as a link throughout the duration of a pupil's stay.
  
- To organise and implement visits, taster days, moving up days, tour guides, meetings for new parents and entrance tests (in liaison with the Headmistress, Senior Leadership Team, Heads of Year and Heads of Subject Departments as appropriate).
  
- To compile, establish and maintain efficient and effective systems to include admissions correspondence, reporting systems and methods. Ensure all records are accurate and correspondence is well presented and up to date.
  
- To organise the acquisition of relevant SEND and Safeguarding information for all new entrants prior to their arrival.
  
- To administer delivery of the annual Scholarship and Awards process and other fee assistance programmes.
  
- To maintain accurate Admissions records throughout the admissions process on RS Admissions and PASS
  
- To record exam results, Sixth Form options, GCSE options and previous school history for new pupils working alongside the Director of Studies
  
- To compile, utilise and deliver weekly reports from RS Admissions database to the Headmistress to monitor the ongoing trends, statistics and pupil forecast numbers through to final acceptance
  
- To maintain the ISC and DfE admissions register to include all admissions and leavers information.
  
- To adhere to the school's GDPR regulations regarding transfer of sensitive information

- To act as the first point of contact for bus enquiries (liaising with the Senior Finance Manager), updating staff members of changes and ensuring a spreadsheet is kept of potential demand and reservations.
- To be responsible for reporting pupils that leave and those that join the school to DCC/ Local Authority as required.
- To set up and implement Sixth Form Entrance Interviews with the Director of Sixth Form
- To Line Manage the Admissions Assistant
- To assist the Admissions Assistant during high volume periods in the administration of new registration forms, reference requests, compilation of template letters, payment records, filing, maintenance of prospectus packs and welcome packs to ensure an efficient and timely contact period is maintained.
- To regularly review own practice, set personal development target and take responsibility for own continuous professional development. e.g Tier 4 training, AMDIS Seminars etc

#### **MARKETING LINKS:**

- To assist with the organisation, planning and facilitation of all recruitment related events including Discovery mornings, Open Mornings/Evenings and Taster Days, alongside the Marketing Department and teaching staff.
- To send out regular marketing mailings to existing contacts on the Admissions database.
- To work closely with and support the Marketing Manager in all aspects, to include the reviewing and adapting of recruitment procedures to meet demand.
- To undertake any other reasonable duties as requested by the Headmistress and the Marketing and Development Manager.