



JOB DESCRIPTION

Job Title:	Registrar	Department:	External Relations
Hours of Work:	Full or part time shall be considered – minimum of 0.8 FTE		
Responsible To:	Director of External Relations	Responsible For:	Admissions Assistant

The Registrar, together with the Head of Recruitment, is responsible for the delivery of the school's pupil recruitment strategy. The Registrar ensures the day-to-day smooth management of the admissions process from initial enquiry to enrolment, prioritising exceptional communication and customer service throughout.

Collaborating with feeder schools and parents, the Registrar establishes and nurtures relationships, coordinating events and facilitating communication to enhance recruitment efforts. They will take a lead in the organisation of admissions events, ensuring alignment with admissions objectives.

The Registrar oversees the admissions process, with a particular focus on 11+, 13+ and 16+ entry, including entrance assessment administration, interview scheduling and communication of outcomes.

This role requires a dedicated, efficient individual with exceptional interpersonal, administrative and database skills and a thorough understanding of the school and its admissions procedures.

This post shall primarily line manage the Admissions Assistant and therefore be responsible for overseeing the training and professional development of the Admissions Assistant.

Key Responsibilities

- Implement the school's admissions strategy to achieve the agreed pupil roll targets.
- Ensure the delivery of exemplary admissions and scholarships process and an outstanding customer experience for all prospective parents and pupils.
- Promote a positive impression of the school at all times and meet
- With the Head, Director of External Relations and Head of Recruitment, help to set annual pupil recruitment targets.
- Manage the admissions process from the point of first enquiry to enrolment including processing registration forms, co-ordinating visits, meeting and touring families, required as necessary.
- Line manage and ensure the professional development of the Admissions Assistant. Conduct annual appraisal.
- Work closely with the Head, Deputy Head Academic and other HoDs to implement the admissions testing process with full appreciation of the School's Equality and Diversity policies.
- Build and maintain excellent relationships with UK feeder schools (and international agents).
- Collaborate with the Director of External Relations to ensure a cohesive marketing communications approach.
- Oversee, develop and manage the Admissions database and ensure efficiencies are maximised for all Admissions activities. Liaise with the IT Department accordingly.

- Manage and update the iSAMS Parent Portal, ensuring new families have access and that information is up to date and complete.
- Manage all regular communication with prospective parents and feeder schools, ensuring that all stakeholders experience well-presented, accurate and efficient communication including the preparation and distribution of decision letters to all applicants.
- Liaise with feeder schools regarding prospective pupils, including scholarship and entrance examination results.
- Undertake market research and data analysis and manage the Admissions dashboard to produce reports and statistics to allow the efficient sharing of information between key departments in school, SLT and Governors to allow accurate future planning for recruitment.
- Event Planning – together with the Head of Recruitment and Admissions Assistant – organise and co-ordinate all admissions events – assessment days, scholarship events, open mornings, information mornings, taster events and new families’ receptions in liaison with the Deputy Head Operations.
- Attend and represent the school at school fairs and exhibitions, manage the preparation of marketing materials and report on impact of attendance at recruitment fairs.
- Meet prospective pupils and parents, be a key front face of the school and tour families when necessary.
- Monitor, report and interpret all admissions data and statistics, in order to proactively suggest and devise appropriate improvements and interventions to maintain a full understanding of our target audiences and ensure accurate forecasting, including trends in the sector and the dynamics of the marketplace.
- Manage, operate, and optimise the information database and its admissions module and to record and interrogate data accurately, ensuring GDPR compliance within all admissions related activities.
- Develop, refine and monitor all admissions-related processes and procedures with a clear focus on exemplary customer service and customer experience.
- Manage and implement the School’s Admissions Policy, taking responsibility for its annual review and associated regulatory compliance - Admission Registers and CME reports.
- Oversee the production of all departmental reports and marketing materials.
- Together with the Head of Recruitment and our external provider, manage regulatory compliance in respect of all international Child Student Visa (UKVI) related issues, providing expertise as it applies to the admissions of overseas pupils and arranging an annual Child Student Visa audit. Ensure the timely application for Child Student Visas for international pupils joining the school.
- Provide input into the development of the marketing strategy and feeder school strategy, aimed at maintaining and enhancing existing interest and geographic reach.
- Contribute to the updating and development of the admissions section of the website.
- Liaise and co-operate with senior colleagues across all teaching and non-teaching functions on all admissions related matters.
- Be well-informed about Woldingham’s development, academic and extra-curricular offer along with school’s strategic plans so you can efficiently communicate this to prospective parents.

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Bachelor’s degree, level 5 qualification in a relevant subject/field, and/or AMCIS qualification. 	<ul style="list-style-type: none"> Postgraduate/level 7 qualification in a relevant subject
Operational Excellence	
<ul style="list-style-type: none"> Fluent and accurate written and spoken English. Confident telephone manner. Working knowledge of the Independent Education Sector. Excellent interpersonal skills, being personable and dynamic. Excellent computer skills using MS Office with at least an intermediate level in Word and Excel, and experience of using database programmes. Ability to undertake market research, interpret data and produce reports. Analyse and problem solve. Excellent communication skills, courteous, polite and have an understanding of customer care expectations for a demanding market. Highly organised with good management skills, able to prioritise and manage workload. Prior experience of working within a customer facing role. Experience of managing a team, with a heavy focus on professional development of colleagues. 	<ul style="list-style-type: none"> Working knowledge of ISAMS. Experience of working in a marketing, admissions or leadership role within the independent education sector.
Personal Behaviours	
<ul style="list-style-type: none"> Ability to work independently, problem solve and use initiative. Work collaboratively as part of a team and maintain harmonious relationships with work colleagues. A positive ‘can do’ approach with a willingness to adapt. A sense of humour. A strong role model who is able to promote the School to others. Strong attention to detail. Flexible approach to working hours when required e.g., open days/evenings/mornings during out of hours. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> Committed to operating as part of the School Community. Committed to the Sacred Heart Values. 	

<ul style="list-style-type: none"> • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	

Terms and Benefits

- **Start Date:** ASAP
- **Hours of Work:** Full or part time shall be considered – minimum of 0.8 FTE
- **Salary:** £52,649 to £55,105 dependant on skills and experience
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays (Pro rata).
- **Pension.** The successful candidate will be auto enrolled into the School’s pension scheme, which includes life assurance.
- **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** Subject to Governors’ discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.