

PANGBOURNE

JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	College Registrar
Reports to:	Director of Development
Manages (if appropriate):	Deputy Registrar and Admissions Secretary
Department:	External Relations
Hours per week:	37.5 hours per week Monday to Friday plus occasional Saturday mornings (to cover parental visits, entrance assessments and open days)
Duration of Contract:	Permanent – All Year
Holiday Entitlement:	30 days per annum plus bank holidays
Summary of Role The College Registrar ensures that the Admissions process is efficient and effective, managing the Admissions Team to guide prospective parents expertly and sensitively from initial enquiry to physical enrolment, to ensure that the College roll achieves the target set by the Headmaster in the College's Development Plan. S/he is a proven relationship builder, excellent administrator and positive team manager.	
Key Working Relationships Headmaster, Academic staff involved in selection (particularly Heads of Key Stages 3 and 4, Head of Sixth Form, SEN Coordinator and the International Tutor), External Relations team, prospective families, prep and primary school Heads and international agents.	
Key responsibilities: <ol style="list-style-type: none">1. Manage all aspects of the College's Admissions process, from initial enquiry through to physical enrolment at the College.2. Manage Admissions staff, ensuring effective allocation of tasks, good communication, and the efficient running of the office.3. Effectively liaise with the Headmaster and academic staff involved in selection, particularly Heads of Key Stages 3 and 4, and the Head of Sixth Form.	

4. Build excellent relationships with prospective families, international agents and feeder schools.
5. Carefully manage paperwork, documentation and data associated with prospective families.

Duties:

Admissions Management

- Respond promptly to all queries from parents, head teachers, agents or guardians.
- Proactively manage the application process for prospective parents, personalising the Admissions journey for each family.
- Be a main point of contact for families already in the Admissions process.

Documentation

- Keep accurate database and paper records of each enquiry received and its progress.
- Provide accurate data to the academic staff involved in selection to support decision-making regarding offers of places at the College.
- Assist students from overseas with the requirements of a visa and travel documentation.
- Manage the collection of both registration fees and deposits paid by enrolling families.
- Working with College staff, assist with other aspects of admissions, including allocation of incoming pupils into Divisions (houses) and applications for scholarships and bursaries.

Relationship Building

- Liaise with, and maintain, positive relationships with feeder schools and agents.
- Build a close working relationship with the Headmaster and academic staff, including the Head of Key Stages 3 and 4, Head of Sixth Form, SEN Coordinator, International Tutor, School Nurse and the Deputy Heads.
- Work closely with the External Relations Team to appropriately target publications, communications and events at the right audiences.

Events

- Represent the College at external events, including schools fairs and international agent workshops.
- Facilitate and, when appropriate, accompany visits to feeder schools by senior academic staff, and visits into College by feeder school Heads.
- Attend events specific to the enrolment process, including Open Mornings and Welcome and Taster events.
- Take the lead in organising Scholarship and Assessment events, liaising closely with the Head of Key Stage 3 (who will run the academic and selection parts of these days).

Other

- Line manage the Deputy Registrar and Admissions Secretary, and take responsibility for the outcomes of the Admissions Office Team.
- Provide updates on the progress of pupil enrolment when requested by Governors, the Headmaster or Director of Development.
- Any other duties as reasonably required by the Director of Development.

Outcomes

After a year in post, we expect that a successful Registrar will have:

- Managed a successful cycle of Admissions for all entry points and international students;
- Overseen excellent data management and documentation on each prospective family, ensuring that the admissions journey is recorded and paper files are in order;
- Established good internal relationships with College academic and support staff as above;
- Developed and implemented an Admissions Office management plan, such that all members of the team are working to their strengths and workloads are well-managed.
- Achieved the Admissions target set by the Headmaster in the College's Development Plan.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague. March 2018

March 2018