

PANGBOURNE

PERSON SPECIFICATION

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: Registrar			
Department: External Relations			
	ESSENTIAL	DESIRABLE	Method of Assessment
Education, qualification and experience	<ul style="list-style-type: none"> - Degree level or equivalent or qualification by relevant experience 	<ul style="list-style-type: none"> - Certificate in Admissions Management (or similar) - Currently or previously worked in a school / Admissions Department 	<ul style="list-style-type: none"> - Application Form - Interview - References
Skills and special aptitudes	<ul style="list-style-type: none"> - Sympathy and understanding of the Independent education sector - Understanding of Pangbourne ethos - Positive attitude with the desire to build relationships - Excellent IT skills, and familiarity with Google and Microsoft Office suites - Excellent analytical skills - High level of personal organisation - Excellent attention to detail and accuracy, particularly with data entry/pupil information - The ability to work independently using own initiative and to 	<ul style="list-style-type: none"> - Previous working experience of Schools Admissions, customer relations or membership databases - Familiarity with ISAMs and RS Admissions packages including data entry, organisation and extraction (training will be given) - Understanding of Data Protection Legislation 	<ul style="list-style-type: none"> - Application Form - Interview - References

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	<p>prioritise own workload.</p> <ul style="list-style-type: none"> - Ability to communicate confidently with Parents, Teachers, external markets and members of our community - Ensure Confidentiality 		
Disposition	<ul style="list-style-type: none"> - Keen to work as part of the Admissions team - Flexible approach, able to work outside normal office hours and travel to events - Capability of maintaining high standards - A sense of humour and integrity - Calm and Patient - Enthusiastic and motivated - Friendly, polite and confident personality - Discrete and tactful with confidential and sensitive information. 		<ul style="list-style-type: none"> - Interview - References
Special requirements	<ul style="list-style-type: none"> - Right to work in the UK - Promoting and safeguarding the welfare of children - Compliance with Pangbourne College Child Protection and Safeguarding Policy 	Full UK Driving Licence	Application Form ID Checks