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**Job Description**

**Job title:** Assistant Registrar

**Responsible to:** Director of Admissions

**Responsible for**: Admissions Assistants

**Job Summary:** This is an important role in the College, with the primary aim of ensuring the successful selection, recruitment and enrolment of outstanding pupils into the College. The role will be responsible for the effective day to day management of the Admissions office. The role will be responsible for devising and executing admissions strategies in partnership with the Director of Admissions and the senior management team of the College. The incumbent will need to develop and maintain excellent relationships with all key internal and external constituents, and will continue to build an ethos of premium customer service across the team. An ability to manage conflicting and surprising priorities on a daily basis will be key, as the Assistant Registrar will need to ensure the admissions team can adapt to changing demands on a daily basis. The Assistant Registrar will be responsible for allocating work across the team, sometimes leading work outside of their direct line management, and ensuring the right level of focus is placed on agreed priorities; the role will also provide critical focus on Tier 4 responsibilities across the College and alongside St Andrew’s preparatory school, ensuring the Charity is compliant at all times and meets all required reporting requirements. The incumbent will also deputise for the Director of Admissions in all prospective family meetings, phone calls and recruitment events.

**Duties and Responsibilities**

* To line manage a team focused on recruiting the most capable and accomplished pupils at all points of entry to the College. To occasionally lead members of the wider team without having direct line management responsibilities for them.
* To ensure excellent relationships between the Admissions department and feeder school Heads, prospective parents, agents and relevant internal and external staff; to lead by example through their own relationship with these parties.
* To deputise in prospective family meetings, calls and events and in doing so, sharing the College vision, values and ethos with prospective families and key external parties.
* To contribute to central marketing strategies for the College, along with the Director of Admissions & Marketing respectively, and direct their inclusion in the work and processes of the Admissions department.
* To lead the College’s compliance with all Tier 4 visa requirements and to implement reporting oversight of the key elements.
* To manage the Admissions departments adherence to all GDPR requirements.

**Main duties**

* The management and day to day running of the Admissions Office and associated workload and work allocation according to priorities.
* Responsibility for regular planned reporting to be prepared for senior management meetings, and responsibility for flagging on an ad hoc basis key admissions indicators that are being surpassed or are a concern.
* Deputise for the Director of Admissions in prospective family meetings, calls and all recruitment events.
* Implementation of processes, procedures and reporting required for Tier 4 & GDPR compliance.
* Building and maintain key relationships across all internal and external parties relevant for the successful recruitment of high quality pupils for the College.

**Admissions**

* Ensuring all admissions related policies and paperwork is updated
* Be a key player in the admissions process from the first enquiry to the pupil joining the College
* Be an active, approachable and engaging presence for all staff, pupils and parents
* Accountable for the integration and engagement of the Admissions Office with other key stakeholder teams
* Deputise at all appropriate school events and functions, internal and external events
* Deputise in parent meetings and calls when needed
* Provide advice to parents/guardians about availability of places in all year groups
* Provide advice to parents/guardians on entry criteria; discuss creative entry procedures where appropriate
* Oversee the arrangement of prospective parents/guardians visits and tours
* Knowledge of HMC guidelines, application and implementation
* Oversee the organisation of scholarship programmes
* Oversee the testing of overseas students meeting all current requirements
* Oversee the recruitment procedures for UK candidates at all entry points
* Lead the production of all required reports and analysis for the Director of Admissions
* Have a good working knowledge and experience of UKBA requirements for overseas students, and Tier 4 requirements and ensure compliance therewith
* Adhere to all safeguarding protocols
* Line manage the Admissions Assistants and indirectly lead, where appropriate, other members of the wider team for specific pieces of work
* Oversee accurate database capturing and usage
* Liaise with Housemasters/mistresses over house lists
* Oversee the ISI and DfE census information
* Oversee and ensure the admissions process is timely, effective and efficient
* Oversee the requirement to ensure deposits and registration fees are received and accounted for in a timely fashion

**Sales & Marketing**

* All admissions activity is also marketing activity and the Assistant Registrar has a role to ensure the Admissions department are alive to this at all times. Regular liaison and collaboration between Admissions and Marketing is absolutely crucial.
* The Assistant Registrar will ensure the College brand is used appropriately and that the College vision and values are incorporated in all admissions related activities.
* The role will support all recruitment events at the College alongside the Marketing team, and will also represent external recruitment events locally, regionally and possibly even internationally if required.

**Person Specification**

The following knowledge and experience is essential:

* Educated to degree level or equivalent
* Experience of independent schools, particularly prep schools and/or competitor schools
* Experience from a customer service environment
* Experience in a school admissions or marketing department would be useful

Personal attributes would include:

* A high degree of literacy and numeracy
* A pragmatic approach to work
* A self-starter and highly motivated
* The ability to lead by example and create a stable working environment for self and others
* Possession of excellent communications, management and relationship skills
* An aptitude to demonstrate fairness and impartiality
* The ability to exercise discretion
* Being able to demonstrate reliability, resilience and having a calm approach
* A likeable disposition and ability to get on with those at all levels
* Ability to juggle changing priorities and adapt positively in unforeseen circumstances

**Terms and Conditions**

**Salary**: c£28,000 - £30,000 dependent on experience.

**Hours of Work: 38** hours per week. During term time, you will be required to work Saturday mornings. The role will be Monday to Friday during school holidays. You will be required to work a few evenings and so flexibility as to the days and times worked is crucial.

**Application Process**

In order to apply, please return the completed application form to Human Resources, together with a letter of application addressed to Mrs Carol Meade, Bursar. Please also provide the contact details of two referees, one of whom should be your current employer.

Your letter of application should evidence your suitability for the post against the job description and person specification described above.

Electronic applications are welcome and should be sent to hr@eastbourne-college.co.uk

All applications must be received by Friday 18 May 2018

All candidates will be contacted shortly after the closing date with interviews taking place at the College thereafter.

**Safeguarding Statement and Equal Opportunities Statement**

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

March 2018