**Job Description**

Job Title: Registrar

Responsible to: Principal

Salary: Competitive

Hours: 44 hours per week, term-time [7.15am – 4.15pm Sunday to Wednesday, 3:15 on Thursday]

Annual Leave: ??????? days pro rata payment.

Date of issue: June 2018

The Al Rabeeh name has been synonymous throughout the city for high quality education and pastoral care since 1979. It is a well-established primary school with an excellent reputation within the community of Abu Dhabi. Al Rabeeh School is one of the oldest international schools in the city, growing considerably over the years. The school is the founding school of an expanding group of schools and academies, which are aiming to be the best providers of education in the Emirate.

**Summary of the Role**

The registrar is responsible for effectively managing the Admissions process from initial enquiry right through to the pupil joining Al Rabeeh School. This includes maintaining relevant records and statistics, and generating all correspondence on enquiries, prospectus requests, registrations and applications, meeting prospective parents and their child to discuss matters pertaining to their admission and keeping appropriate records.

In addition the Registrar will also play a significant role in helping manage the digital presence of the school through social media and the school website. The role will also involve actively working with the SLT in all activities to achieve pupil intake at all entry levels to meet recruitment and awareness targets.

**Key Responsibilities**

 Develop an excellent rapport and nurture strong relationships with prospective parents

 Ensure the whole admission process, from beginning to end is a positive experience for both parents and their children.

 Liaise with and build good relationships with the staff across the whole school

 Conduct tours of the school and answer parent and pupil questions with knowledge and enthusiasm

 Proactively follow up all new enquiries and post tour visits to encourage parents onto the next stage of the admissions process.

 Speak with confidence and enthusiasm about the school’s vision and ethos

 Maintain prospective parents’ data on the School database (Engage) and ensure accurate data input for all stages of the admissions process

 Organise, co-ordinate and record all new admissions documentation efficiently.

 Answer and respond promptly to telephone enquiries from prospective parents

 Administration for all pupil joiners and leavers

 Organise and manage tours, open events and taster days for prospective pupils

 Responsibility for the administration of the Admissions Register

 Assist with the creation of regular admission reports on current and prospective pupils

 Act as an ambassador for Al Rabeeh School and support the presentation of the school to prospective parents at events such as Open mornings, Welcome evenings and Information sessions

 Assist with keeping the School social media channels updated with engaging and relevant content on a daily basis

 Contribute with research, content creation and proofing of the school’s communication materials and literature such as the fortnightly newsletter.

**General**

 The role involves some evening and weekend work, for example Open Days take place on Saturdays, which will be repaid by time in lieu.