



Stoke College

JOB DESCRIPTION - REGISTRAR

Full Time

General

Stoke College is a small, independent day and boarding school for children aged 4-18. Situated in 25 acres of historic parkland in a rural setting, the school is an idyllic environment, which offers our pupils a wonderful start in life. We provide an exceptional learning environment where emphasis is placed on outstanding teaching and the individual progress of all children. The College is a happy, welcoming and inclusive school. Our nurturing approach places the utmost importance on each child achieving their full potential.

As representatives of the College, all staff are required to demonstrate our core values in everything they do and to strive at all times to reflect our commitment to courtesy, efficiency and continuous improvement.

We have the complete range of pupil abilities at Stoke, and a strong reputation for supporting those with specific learning difficulties. Children who receive dedicated learning support are fully integrated into the mainstream, day-to-day life of the school.

MAIN PURPOSES OF JOB: To provide support to the Head in three particular areas;

- Management and administration of marketing and public relations (PR)
- Management and administration of admissions
- Support to the Head in his leadership and executive responsibilities

RESPONSIBLE TO: The Bursar.

RESPONSIBLE FOR: Supervision of all front of house staff and associated contractors

MAIN RESPONSIBILITIES: To lead and develop practice and process in the following areas:

- Marketing / PR
- Admissions
- Executive support to the Head

DUTIES

The Registrar is to:

Marketing / PR

- Devise and implement the School Marketing/PR Plan as agreed with the Head, Bursar and Governors and align with Stoke strategic Plan / vision
- Consult with the Head and Bursar on the planning of the Marketing Budget (incl PR)
- Manage the Marketing Budget and recommend to the Head, those items to be paid for from the Marketing Budget
- Establish, monitor and evaluate metrics to establish the effectiveness and cost-effectiveness of all marketing activity
- Review, monitor and if necessary revise the branding of Stoke College communications and other branding matters eg signage.
- Devise and originate promotional materials
- Liaise with the Assistant Head Academic (Senior) over the content and operation of the School website
- Liaise with School advisors on marketing and PR
- Organise and participate in School Events
- Provide the Head, Bursar and Chairman with updates on Marketing/PR matters
- Attend meetings as required to provide briefings on Marketing / PR
- Liaise with other nearby / feeder schools

Admissions:

- Manage the Admissions Tracking System (electronic) to manage and show all admissions activity – this to be available to both Head and Bursar
- To take lead responsibility for international admissions, including the coordination of Tier 4 visa processing and British Residency Permits.
- Liaison with agents over long and short term admissions
- Coordinate the admission of boarders with the Head of Boarding, managing the boarding rooming capacity.
- Translate the pupil number requirement from the Strategic / Finance Plan to populate the admissions targets
- Ensure that the Head and Bursar are both aware of current pupil numbers and plans / initiatives which will affect this
- Run the School admissions system
- Take all necessary proactive measures to retain pupils in concert with the Head
- Liaise with Bursar on all matters of registration fees and deposits
- Arrange for all necessary documentation, including safeguarding information, for pupil transfers
- Ensure all admissions activity complies with School confidentiality and data protection requirements
- Manage the administration of pupil transfers to other schools, meeting regulatory requirements.

Executive Assistance

- Arrange visits to / by the Head
- Manage the Head's diary
- Support the Head in his executive function in other duties as may reasonably be required

PERSON SPECIFICATION- REGISTRAR

It is accepted that this post encompasses three linked areas which have individual characteristics. It is likely that the ideal candidate will have experience and qualifications including elements of the following:

- Membership of an appropriate professional body(s)
- Experience of Independent education
- Experience of a similar post
- Experience of financial /budget management
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Complete integrity / discretion / confidentiality
- Experience of copy writing / supporting photography
- Degree or equivalent experience
- Experience of managing staff
- IT literate incl:
 - MS Office (Esp excel, word and PowerPoint)
 - Education MIS
 - Web-based publishing

The Appointment

All applicants must complete our standard application form. A statement of the personal qualities and experience that applicants believe is relevant to their suitability for the post and how they meet the person specification is required in Section 7 of the form.

In addition to a candidate's ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children. Candidates for interview will have the opportunity to meet staff and have a tour of the College.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. The School will seek references from short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview.

Where an applicant is currently working with children, the current employer will be asked about disciplinary offences relating to children and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. Where an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues. The appointment will be subject to satisfactory outcome of a DBS enhanced disclosure.

All candidates invited to interview **must bring documents confirming any educational and professional qualifications** referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, the school will carry out such checks and confirmations as may be required in accordance with statutory guidelines. If relevant, the School will verify the right of foreign nationals to work in the UK.

All candidates invited to interview **must also bring** with them:

- A current driving licence including a photograph or passport or full birth certificate
- A utility bill or statement showing their name and home address
- Where appropriate, any documentation evidencing a change of name

Applications should be sent either by email (stokebursar@stokecollege.co.uk) or by post to the Bursar at Stoke College, Stoke by Clare, Sudbury, Suffolk CO10 8JE to arrive no later than Monday 20 November 2017. Interviews will be held later that week.

Frank Thompson, November 2017

Stoke College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers, as appropriate, are required to undergo an enhanced DBS check.