



THE PORTSMOUTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title	Senior School Registrar
Line Manager:	Head of Marketing and Admissions
Contract:	Full Time, Year Round

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

The Senior School Registrar is responsible for the day-to-day management of all aspects of admissions.

This is a key position within the Senior School for a suitably qualified candidate who has the experience and initiative to communicate with families and feeder schools throughout the admissions process from Years 7-13.

The Senior School Registrar is part of a dynamic Marketing and Admissions team which is managed by the Head of Marketing and Admissions. The Senior School Registrar reports to the Head of Marketing and Admissions but has daily contact with all members of the Senior Management Team and necessarily interfaces with all teaching and support staff. The Senior School Registrar is also an important member of the Marketing and Admissions Group.

This is a full-time, year round position. The hours of work are 37.5 hours per week, 9am to 5pm Monday – Friday with a 30 minute unpaid lunchbreak each day. There will be an occasional requirement for work outside of normal hours, including some Saturdays for Open Morning and the prospective pupil interviews and assessments which take place in January.

The start date will be mid March 2018 or as soon as possible thereafter.

Key Responsibilities

- The efficient administration of all aspects of the admissions process, including interviews, entrance assessments, bursary and scholarship applications.
- Management of scholarship applications, including liaison with the relevant Heads of Department to ensure that timescales are met.

- Management of bursary applications in liaison with the Bursar.
- To work in close liaison with relevant Heads of Year and the Deputy Head (Academic) to manage enquiries about admissions at all stages of the Senior School.
- To oversee the school tours process for prospective parents.
- To be the key contact for all prospective parents considering The Portsmouth Grammar School and maintaining regular communication with them throughout their admissions process.
- To manage a robust and highly effective system relating to Tier 4 visa applications being made by prospective pupils.
- Assist in organising a regular programme of Open Afternoons and other special events for prospective families.
- Work closely with the Junior School Registrar and have a clear understanding of the pupil numbers within the Junior School and their likely progression to the Senior School.
- To provide the Head of Marketing and Admissions with regular current and forecast information on pupil recruitment and retention and analysing admissions data as required.
- Effective liaison with all support and teaching staff.
- Maintain good relations with feeder schools.
- To be responsible for ensuring that all prospective pupil information on the school database is up to date and correct.
- Make recommendations to the Head of Marketing and Admissions with regards to reviewing and developing the school's admissions policy and procedures.

Person Specification

- Excellent interpersonal and communication skills.
- Confident use of Excel and database packages.
- Ability to develop a positive relationship with prospective parents and pupils.
- Confident handling of enquiries by telephone, email and in person.
- Ability to manage tight deadlines and work under pressure.

- Ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information.
- Supportive of the aims and ethos of PGS.

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance. A two course lunch is provided to all staff during term time.

Support staff are usually required to take their holiday entitlement during the school holidays and not during PGS term times.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, Wednesday 7 February 2018 and early applications are encouraged. Interviews are scheduled to take place on 23 February 2018 and shortlisted candidates are asked to allow the whole day for the process..