**Registrar**

**Job Description and Person Specification**

**Scope of Role and Reporting Line**

Responsible for all aspects of admissions. The Registrar reports to the Headmaster, regularly updates the Senior Management Team, and works very closely with the Marketing department. This role requires full-time commitment during term-time, with part-time cover in the school holidays (anticipated to be 40 hours per week during term-time and up to 20 days per annum during school holidays).

**Duties and Responsibilities**

**Prospective Pupils and enquiries**

* Dealing with all initial enquiries (by telephone, email and digital forms) for places at the school to include posting of school prospectus and other relevant marketing material, including during school holidays
* Arranging parents and prospective pupils’ visits to the school (liaising with Head’s PA and working with a shared electronic diary), providing full information about the school, meeting parents when they visit and in some cases conducting tours of the school (the Headmaster currently does the majority)
* Briefing the Headmaster on families visiting
* Updating the Admissions module of the iSAMS database to accurately record all activity, and keeping detailed notes on all applicants
* Proactive communication with prospective parents on a regular basis to develop a relationship with them throughout the admissions process from first contact to visits, follow up and to prompting registration and entry into the school
* Liaising with the Bursar and Headmaster on prospective numbers, registration fees, acceptance deposits, offers of bursarial support and accessibility issues
* Striving for conversion from Enquiry to Registration through to places being accepted

 **Registered Pupils**

* Maintaining a very close relationship with all registered pupils’ parents so that the school is kept fully up to date with their intentions, and parents are kept informed about developments at the school via newsletters, social media etc
* Requesting reports from previous schools and obtaining background information both academic and pastoral prior to offering place
* Managing waiting list enquiries, keeping parents informed about vacancies
* Communicating with parents to confirm registration, offer places and regrets, and confirm acceptances

**Admissions**

* Working closely with the Headmaster, keeping him fully informed on all new pupils at all stages of admissions; agreeing what space is available in which year groups for current and subsequent years
* Notifying the Headmaster, Bursary, and all staff about future pupils and their start date
* Attending weekly staff meetings to keep fully informed of what is happening within the school and future development plans
* Issuing all pupil joining instructions, in conjunction with Marketing department
* Maintaining an up to date Admissions Register
* Providing background notes for staff on new pupils joining
* Seeking non-joiner feedback and ensuring that all learnings are recorded and passed on appropriately

**New pupils’ days**

* Arranging new pupil taster and assessment days, liaising with key staff, including the Deputy Head Academic, PA to the Deputy Heads and Form Tutors. Where the possibility of extra learning support is needed, making sure LS Department is fully informed and ensuring that pupils meet Head of LS or appropriate LS staff for assessment
* Arranging annual New Boys’ Days in the Summer Term, liaising with all departments.

**Open Days**

* Organising termly Open Days (September, February, May) in conjunction with Marketing department, continually reviewing format to ensure the best event possible
* Issuing invitations to relevant prospective parents and wider community to pass on to parents eg Nurseries and Pre-Schools
* Liaising with Heads of Departments and staff about arrangements
* Organising pupils as tour guides and involving other staff for the event
* Arranging suitable refreshments
* Making literature and promotional materials available for visitors to take away
* Keeping detailed lists of attendees and following up all guests, both those who attended and those who were unable to make it

**Database management**

* Maintaining iSAMS database of prospective and departing pupil records as follows:
	+ class membership and future numbers in each year group over the foreseeable school years
	+ working with Head’s PA to ensure smooth rollover of new pupil information each academic year
	+ enquiries from prospective parents and details of their stage of application
	+ producing reports for the Governors in relation to Admissions data
	+ alumni database
* Maintaining database of feeder schools and nurseries
* Regularly updating the Headmaster and Senior Management Team on the present and projected numbers of pupils joining the School by way of reports from the database and to provide other information as requested

**Other Responsibilities**

* Working closely with the Head of Marketing & Communications to keep all promotional materials updated, particularly in relation to the admissions section of the website and the development of prospectus and other marketing / promotional merchandise or materials
* Working closely with the Headmaster and Head of Marketing & Communications to promote the school, help build good relationships with parents and feeder schools, and continually review the target market and improve the Admissions process
* Working closely with the Head of Pre-Prep to foster relationships with feeder Nurseries and Pre-Schools
* Attending relevant conferences and events to keep up to date with all aspects of Admissions in the independent education sector, and with iSAMS developments
* Attending all school events which are relevant to the role

This job description is subject to review in line with the developing needs of the School.

November 2018

# Person Specification

This role would suit a dynamic, proactive individual who cares passionately about providing outstanding customer service and who has a genuine interest in people, combined with a desire to promote a Moulsford independent Prep School education. This is a relationship marketing role in the new digital world. Excellent interpersonal skills will be required to form effective working relationships with people at all levels of the School and its wider community. The ability to work in a busy environment, satisfying often conflicting requirements in a quiet and efficient way, is essential. Commitment to producing first class results at all times is a pre-requisite, as is a high degree of personal integrity. Trustworthiness, reliability and perseverance are crucial, along with the ability to deal with sensitive and confidential information in a totally discrete manner.

## **Skills and Qualifications**

* Safer Recruitment trained (Moulsford can provide this training)
* Evidence of CPD
* Commitment shown to the life of school
* Excellent communication skills and telephone manner
* Strong organisational skills
* Strong IT and digital media skills, including use of MS Word and Excel, knowledge of iSAMS an advantage but not essential as training will be provided
* An AMCIS Certificate in Admissions Management would be an advantage, or willingness to undertake the course (at the school’s expense)

## **Characteristics**

* Capacity to think both creatively and logically
* Ability to work in a team
* Ability to lead from the front and by example
* Ability to prioritise effectively and balance competing pressures
* Ability to see tasks through to completion
* Understanding of the independent schools’ market

# General

* An AMCIS Certificate in Admissions Management would be an advantage, or willingness to undertake the course (at the school’s expense)
* To adhere to and promote school policies, including those on safeguarding, equal opportunities and race equality
* To comply with school policies and procedures with regard to conduct and dress
* To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme
* To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description
* To undertake training appropriate to the role and keep up to date with new methods

# Safeguarding and Child Protection

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School’s Child Protection Officer or to the Headmaster. All Moulsford staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).

# Health and Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

# Data Protection

Moulsford Prep School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Bill 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

# Review of Job Description

* This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster.
* This job description will be reviewed at least once each year as a part of the performance management process
* Responsibility for Review: Headmaster

Moulsford Prep School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

November 2018