**REGISTRAR**

**to start early 2019**

**The Post and the School**

The position of Registrar has been created as a new stand-alone role, having previously been combined with the Head’s PA position. The Registrar reports to the Headmaster, and is largely autonomous whilst working very closely with the Marketing department and the Head’s PA. The Registrar will regularly update the Senior Management Team.

As the school has continued to grow in numbers over the last decade, and with changing market dynamics in the independent sector, the role now requires full time attention, with an emphasis on providing outstanding customer service to each and every prospective family. Also referred to as the ‘Director of First Impressions’, the Registrar has a key position in providing a smooth Admissions journey, from the first point of contact through to starting at Moulsford. This is a relationship marketing role in the new digital world, and the Registrar will need to be proactive in nurturing and developing relationships with prospective parents in multiple ways, for example in person, on the telephone, via letters, emails, online or on social media.

On appointment, Moulsford will invest in any training necessary to provide the Registrar with the skills required to flourish in the post, for example training on the school’s database (iSAMS). That said, the school would expect the successful applicant to: be an outstanding communicator; possess excellent organisational and IT skills; work well to deadlines; be flexible; be a team player who enjoys working with others, and have a good sense of humour. Please see the separate Job Description for full details of the role.

Moulsford is an all-boys’ preparatory school from ages 4 to 13 situated on an idyllic 30-acre site on the banks of the River Thames. Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The school has high academic expectations of the boys and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of school life, with the range of activities for boys having been significantly enhanced from September 2017; Sport, Music, Art, Drama and river-based activities play a prominent role in the boys’ timetable.

There are currently 369 boys at the School. Moulsford is predominantly a day school, but has a boarding house for up to 35 boys; mainly in Years 6, 7 and 8. The school week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the boys go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward’s (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire).

**The Location**

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a “stopping” service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff who live close to the river are able to kayak to work.

**Timings**

The closing date for applications is Tuesday 8th January 2019. Candidates should submit a letter, and an application form addressed to the Headmaster by this date.

Interviews will take place during the week beginning 14th January 2019.

The successful applicant will take up post as soon as possible, and ideally no later than 1st March 2019, but subject to notice required to a current employer.

**Hours**

The role is full time during term time, up to 40 hours per week. Normal hours are Monday to Friday 8.30am – 4.30pm, with flexibility for certain evening or weekend events (eg Open Days). During school holidays it is anticipated that up to 20 days over the course of the year will be required to respond to enquiries and prepare for the start of each term.

**Package and Benefits**

The school places great emphasis on staff well-being and morale and firmly believes in creating the right work/life balance for all at Moulsford. The staffroom is a dynamic, vibrant and supportive environment. A culture of career development is recognised as extremely important by both the Senior Management and the Governors. The following is included in the “package”:

* Competitive salary on Moulsford’s own payscale.
* Access to the Staff Pension Scheme.
* BUPA Membership.
* Gym Membership at the Barn in Cholsey.
* Access to regular Continuing Professional Development.

November 2018