St_Albans_Logo_CMYK_U

**JOB DESCRIPTION**

**ASSISTANT REGISTRAR**

The Admissions Department is responsible for maintaining pupil numbers both in the Preparatory and Senior schools. As Assistant Registrar, you will work closely with the Registrar, to ensure that all prospective pupils and their parents experience a responsive and informed introduction into the school.

Much time is spent on communication with prospective parents, both verbal and written, as well as a wide variety of administrative tasks and marketing events preparation.

Previous experience in a customer facing role is highly desirable.

**Main Duties**

* Be responsible for a wide range of administrative duties relating to all aspects of work in the Admissions Office
* Entering and updating Registrations and bookings of events in the admissions database
* Arranging appointments for visitors touring the schools and when necessary taking parents on tours of the school sites
* Responding to a wide variety of queries from prospective parents regarding all aspects of the admissions process, both on the telephone, via email and in person
* Assist with preparation and hosting of open events, entrance tests, interview and induction days (Open days are held on Saturday mornings)
* Help to build good relationships with feeder schools; this will involve attending Senior School Forums at feeder schools on some evenings
* Updating contact and other information in the admissions database and producing lists as required
* Request and collate reports, references and other data for new and prospective pupils

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**PERSON SPECIFICATION**

**ASSISTANT REGISTRAR**

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| Qualifications and experience | * Educated to degree level, with some marketing or similar experience * Understanding and knowledge of the Independent school sector * Experience of working with databases * Prior experience of working in a customer facing role * Previous experience in a similar role useful but not essential |
| Skills | * Friendly and professional telephone manner * Excellent communication skills both written and verbal * Excellent administrative and organisational skills * Ability to multi-task in a calm manner particularly during busy periods * A team player, willing to be flexible and adaptable * Excellent IT skills, with knowledge of MS Excel and Word and database experience would be an advantage |
| Personal qualities | * Excellent time management skills and ability to adapt to constantly changing priorities * Be able to build effective working relationships * Be proactive and flexible * Ability to work under pressure and meet tight deadlines * Methodical and accurate with strong attention to detail * Self-motivating with a positive attitude and a logical approach to work |
| Philosophy and Ethos | * A commitment to safeguarding and promoting the welfare of children and young people * Strong support for the Christian ethos * Ability to form and maintain appropriate relationships and personal boundaries with children * Strong support for the strategic direction of the school |

September 2017