****

**School Admissions Registrar**

**February – March 2018**

**Job Specification**





Mayfield is seeking to appoint a highly motivated and professional Registrar to coordinate and manage the admissions process from the initial point of enquiry through to final acceptance and entrance to the School. This is a crucial post within the School and its function is to ensure best practice in admissions procedures and processes to meet the objectives set by senior management and governors.

The successful candidate will have experience in admissions management or a related field,
first-class communication skills (both verbal and written) and a friendly disposition, excellent administration skills and the ability to work calmly and confidently under pressure. As a key representative of the School, responsible for building strong and lasting relationships with a range of stakeholder groups, the successful candidate will excel in customer service and have a sound understanding and appreciation of the independent education sector and the ethos of the School.

This role represents an excellent opportunity to build on the current structures and processes in the department and introduce new ideas and initiatives to further develop the admissions function and deliver the highest quality experience to prospective families.

**The School**

Mayfield is a vibrant, happy and successful independent Catholic boarding and day school for girls aged 11 to 18. Founded in 1872, the School is set within 75 acres of beautiful Sussex countryside, conveniently located just outside Royal Tunbridge Wells, within an hour of central London by train and with easy access to Gatwick and Heathrow airports.

Mayfield is successful in unlocking and developing the unique potential and talent of each girl in an inspiring learning environment. Described by the Independent Schools Inspectorate as "outstanding" and by Country Life as "one of the finest schools in the land", a Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care. There are currently almost 370 pupils in the School of which half are boarders.

The School enjoys excellent facilities, including an award-winning Sixth Form Centre; a specialist Science Centre; internationally renowned creative arts teaching and learning facilities; an indoor swimming pool; a Technology Suite and a first-class Equestrian Centre on campus.

**School Ethos**

The vision of Mayfield’s founder, Cornelia Connelly, to educate young women to respond to the needs of the age remains central to the School’s education philosophy today. We are committed to helping each girl discover and develop her unique talents, to be herself and to make that self the best it can be. Our Catholic heritage, which remains fundamental to the life of the School and provides a moral and spiritual framework for daily life, encourages integrity, generosity, compassion and courage within an inclusive community, which welcomes all. The School’s motto ‘Actions Not Words’ is embodied in our voluntary service programme, which promotes a spirit of personal and social responsibility.

**The Role**

The Registrar is a key member of the Admissions, Marketing and Development Department. S/he will report directly to the Director of Development and will work closely with the Assistant Registrar, who will provide appropriate support to fulfil the department objectives. The principal areas of responsibility are:

**Enquiry management**

* Develop relationships with prospective families, representing the School knowledgeably and responding to enquiries (whether by email, telephone, via the School website, referrals or in person) in a professional, friendly, prompt and informed manner.
* Gather comprehensive information on each prospective pupil and maintain the admissions database (electronic and paper-based) to ensure data is accurate, complete and up-to-date throughout the admissions process.
* Devise and implement appropriate follow-up communication plans to ensure timely and regular contact with prospective families during the period from enquiry to proposed admission.

**Visits and events**

* Encourage families who have expressed an interest to register for an Open Day or visit.
* Schedule appointments for prospective families, feeder school Heads and agents and arrange tours, train pupil guides and brief the Headmistress and relevant staff with up-to-date information ahead of visits.
* Host prospective families during school visits to ensure a friendly and positive experience and follow-up all visits with prompt and appropriate communications.
* Oversee arrangements for admissions events including Open Mornings, Saturday Workshops and Taster Days.
* Attend school fairs and exhibitions to maximise recruitment and ensure efficient follow-up of enquiries.

**Admissions process**

* Lead on all administrative aspects of the admission of new pupils.
* Coordinate and manage the entrance and scholarship assessments, both UK and international, together with the timely communication of results to prospective families and feeder schools.
* Liaise with the Bursary with regard to any applications requiring bursary support.
* Ensure the effective and timely transition of information to key areas of the School, including the Deputy Head, Heads of School and School Office to achieve a smooth transition of pupils to the school roll.

**International Admissions**

* Ensure effective relationships are maintained with key agents and proactive and timely communications are delivered throughout the admissions process.
* Manage the Tier 4 Visa process for all incoming and current pupils, including responsibility for the accuracy and completeness of all records and for all BRP card record and tracking of information on the School’s database. Ensure the School is compliant with the latest policy guidelines issued by the UKVI and is up-to-date with policy changes and their influence on school procedures.

**Feeder Schools**

* Develop a detailed knowledge of feeder schools, building effective relationships with key staff to facilitate the sharing of information regarding prospective pupils.
* Maintain and facilitate regular contact with feeder schools, attend events and arrange visits and activities throughout the year as appropriate.
* Work closely with the Headmistress’ PA to coordinate and manage a programme of feeder school Head visits and communication.
* Research potential new feeder school opportunities and facilitate contact to establish active relationships.

**Monitoring and planning**

* Produce and review admissions statistics on a regular basis to ensure the School is on course to meet objectives and to predict pupil numbers.
* Provide weekly reports to the Director of Development on prospective joiners, leavers and numbers on the school roll.
* Establish and implement a programme to review and develop all aspects of the School’s admissions policy and processes to monitor the results of admissions activities and measure their levels of effectiveness.
* Work closely with marketing colleagues to develop promotional material and ensure regular and appropriate communications are issued.

**Principal working relationships**

* Director of Development
* Assistant Registrar, Alumnae and Events Coordinator and members of the marketing team
* Headmistress
* Senior Management Team, academic staff and support staff
* Prospective parents and pupils
* Current parents and pupils
* Feeder school Heads and staff
* International agents and education consultants

**Person Specification**

* A sound understanding of, and affinity with, the School’s values and culture and the ability to promote the School in a compelling manner.
* Excellent verbal and written communication skills, with a first-class telephone and personal manner, the ability to write articulately and to communicate persuasively.
* Ability to develop close and harmonious relationships both internally with colleagues, current pupils, parents and alumnae and externally with prospective families, feeder schools, education consultants and agents.
* Highly organised and efficient, with excellent IT and database management skills. A working knowledge of SIMS and RS Admissions is desirable.
* Close attention to detail, with the ability to work accurately, meet deadlines and manage multiple tasks and a demanding workload.
* Professional and highly motivated, of smart appearance, with the ability to use discretion at all times and a commitment to the highest levels of customer service.
* Commercially aware with experience of delivering results in an admissions or related work environment.
* A confident self-starter with a strong work ethic and the ability to work as part of a team.
* Preferably educated to degree level, with the ability to apply analytical skills to identify trends and influence strategic planning.

**Terms of employment**

* Full time, 52 weeks per year with 30 days annual leave – all holiday must be taken outside of term time.
* Hours of work – Monday/Friday 0830-1700 with one hour unpaid for lunch. In addition, some evening and weekend work will be required to support admissions events.
* Notice period 3 months.
* Attractive salary commensurate with experience.
* Generous school fee discount and complimentary use of the School’s excellent leisure and dining facilities.
* Six month probationary period

**Safeguarding**

Mayfield School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments will be subject to a satisfactory enhanced DBS disclosure.

**How to apply**

Application forms are available on the School website – [www.mayfieldgirls.org/vacancies](http://www.mayfieldgirls.org/vacancies).

Application forms should be returned to the HR Manager via email to hr@mayfieldgirls.org or post to Mayfield School, The Old Palace, Mayfield, East Sussex TN20 6PH.

The deadline for applications is Friday 12 January 2018. Interviews will be held in the week commencing Monday 22 January 2018.



