

LADY ELEANOR HOLLES

JOB DESCRIPTION

POST TITLE: Registrar

RESPONSIBLE TO: Head Mistress, reports to: Deputy Head

MAIN PURPOSE OF JOB: To play a key role in promoting the school and attracting new pupils. To ensuring a professional service for parents, staff and the wider public. To run the admissions process from first enquiry through to first day of term in a professional manner.

Lady Eleanor Holles School (LEH) consists of a Junior School for girls in Years 3-6 and a Senior School for girls in Years 7-13. The Registrar manages and executes the admissions process for key entry points: 7+, 11+ and 16+. They also manage applications for occasional vacancies into other year groups.

MAIN RESPONSIBILITIES:

- Provide information about the school to prospective new students and to people enquiring on their behalf, face-to-face, by telephone and in writing
- Keep up-to-date with all aspects of day-to-day school logistics in order to respond to enquiries from prospective parents, e.g., the curriculum, extra-curricular activities, uniform etc
- Follow-up parental visits and enquiries, including arranging appointments and providing advice
- Plan and facilitate open days, offer holder events and induction days, including identifying ways of improving these events and implementing agreed changes
- Build relationships with Heads of Feeder Schools as well as prospective parents
- Maintain a comprehensive enquiries database/records system from initial application through to offer and acceptance. This includes Bursary and Scholarship data.
- Understand and promulgate the school's policies on bursaries and scholarships
- Plan and implement entrance examination days, interview days and ensure these run smoothly
- Communicate clearly and in a timely manner with all applicants throughout the admissions processes, including producing exam letters, invitations to interview/assessment, offer letters and contract packs, and rejection letters. Provide feedback on performance to candidates not offered a place.
- Maintain relationships with all accepted candidates, informing them of relevant events and trips, gaining confirmation of their option choices for study (at Year 9, GCSE and A level) and confirming results of any external exams

- Ensure key Feeder Schools are aware of results in a timely manner
- Manage waiting lists such that, if required, additional offers can be made to ensure year groups remain full
- Maintain SIMS application and enquiry data and generate relevant reports to support Admissions
- Represent the School at a range of external events to raise the School's profile, specifically 'Future Schools' events at Feeder Schools
- Work with Marketing Department to develop and implement ideas to generate enquiries, to plan advertising and promotion activity
- Take responsibility for converting requests for information through to entrance exam applications
- Regularly review and update the website areas relating to Admissions
- With the Marketing Department, update Prospectuses and ensure these continue to meet the needs of prospective parents and students
- Liaise with a wide range of LEH staff to ensure admission of new pupils is efficient, including gathering essential data from parents prior to admission
- Work with technical colleagues to keep the Pre-Admission Parent Portal up-to-date. This provides for two-way communication between the School and parents prior to girls joining LEH.
- Provide ad hoc support to Assistant Heads for various events.
- Work with the Head Girl and Leadership Teams to involve them in open events, entrance exams and first day of term, and ensure they actively promote a positive image of LEH

Safeguarding

Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All staff are expected:

- To adhere to school policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

PERSON SPECIFICATION

Outstanding interpersonal and communication skills, in order to deal confidently with a wide range of stakeholders: senior staff, prospective parents and pupils, with sensitivity, tact and diplomacy	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Excellent ICT skills and ability to assimilate new systems quickly	Essential
Excellent command of written and spoken English, good telephone manner and ability to deal with all enquiries in a calm and courteous way	Essential
Able to manage a complex work load with competing demands, prioritising effectively and remaining professional and calm in all circumstances	Essential
Excellent team working skills	Essential
High standard of numeracy	

Qualifications and Experience

Educated to Degree level, or the equivalent gained through experience	Essential
Previous experience of working in a complex, busy, service-driven environment	Essential
Experience of working in a school environment	Desirable
Experience of the independent school system	Essential

Attitude/approach

A high level of personal integrity, with proven experience of handling sensitive situations discretion	Essential
Honesty, energy, stamina, enthusiasm	Essential
Willingness to attend occasional evening or weekend events as directed	Essential
An enjoyment of working with and being in the company of children and young people, and an interest in education	Essential
Well-groomed, with dress standards and appearance appropriate to the role	Essential
Willingness to “roll up sleeves” in an emergency, be flexible, resilient and quick-thinking	Essential

TERMS AND CONDITIONS
REGISTRAR

This is a permanent position and is subject to an initial six-month probationary period. During the probationary period, the period of notice will be two weeks on either party. Thereafter it will be one month on either party or the statutory minimum.

Working Time

The Registrar is required to work term time (approximately 34 weeks a year) plus up to 4 weeks during school holiday periods. Flexibility is required in terms of time commitment during terms. Usual daily hours are 8.30 am to 5 pm, with one hour unpaid for lunch.

This Job Description should be seen as enabling rather than restrictive and will be subject to regular review. Above is only an outline of the tasks and responsibilities of the role. The Registrar will carry out any other duties as may be reasonably required by the Head Mistress.

During the course of employment, the Registrar may have access to, see or hear information of a confidential nature and s/he will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with General Data Protection Regulation 2018, unless explicit written consent has been given by the person identified.

Holiday Entitlement

You will be entitled to paid holiday and bank holidays pro rata to that of a full time post (20 days leave, plus 8 days bank/public holidays per annum, plus 7-8 days of school closure over the Christmas/New Year holiday). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time plus post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

A free lunch is provided in the Staff Dining Room.

Where appropriate, school fee remission arrangements are available for up to two children to attend the School. There is a reciprocal arrangement for School fee remission at Hampton School, the single-sex boys' school adjacent to LEH.

Use of School sports facilities and access to the wider Staff Well-being suite of benefits.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

Applicants should complete the School's own application form and send it
with a supporting statement

Closing date is 20th June 2018 by noon

Interviews will take place week commencing 25th June 2018

CVs will not be considered and should not be submitted

An application pack is available from Human Resources or from the School's website
www.lehs.org.uk

The Lady Eleanor Holles School
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