Registrar

Responsibilities to include:

To be the first and ongoing point of contact for all prospective parents, and to provide effective and efficient management of inquiries from prospective parents

* To maintain up-to-date records of all applications on a database and elsewhere as required, including a file for each child containing all relevant documentation
* To conduct tours of the school for prospective parents including answering questions on teaching and the curriculum
* To deal with all of the administration concerning the admissions process
* To be the first point of contact for new and established parents

Skills required:

* Excellent interpersonal skills and organisational skills
* Enthusiasm and energy
* Flexibility, courtesy, discretion, patience and a sense of humour
* Excellent written and oral communication skills and the ability to draft documents and correspondence accurately.
* Excellent ICT skills: knowledge and fluency in Word, Excel and database systems.
* Ability to use initiative and work independently
* Required skills
* Admissions Communication Skills Interpersonal Skills Management Records