



## **HEAD OF ADMISSIONS/REGISTRAR AT VINEHALL SCHOOL**

**March 2018**

### **The School**

Vinehall is a co-educational day and boarding preparatory school for children aged 7 to 13 which includes a nursery and pre-preparatory department for children aged 2 to 6. The school upholds high standards of academic achievement as well as a very full range of extra-curricular opportunities. It is a vibrant, busy and happy school with high expectations in all areas.

It is set within 47 acres of beautiful Sussex countryside and hosts a number of outstanding facilities including an all-weather pitch, tennis courts, indoor swimming pool, nine-hole golf course and a number of well-maintained sports pitches.

The site comprises a number of impressive buildings including a modern classroom block, theatre, pre-prep and a number of residential properties for staff and private lettings.

The School has an established residential lettings programme with two major organisations that operate during the Easter and summer holidays. In addition, we also run a number of holiday clubs and let our facilities to local community groups and state schools.

### **JOB DESCRIPTION**

<b>Job Title:</b>	Registrar
<b>Reporting to:</b>	Headmaster
<b>Responsible for:</b>	(0)
<b>Liaison with:</b>	Senior Leadership Team Marketing Officer

### **Job Purpose**

The Registrar is primarily responsible for the admissions process from initial enquiry through to first day as a Vinehall pupil and beyond, in accordance with agreed procedures. The principal responsibilities are as follows:

## **Compliance**

- Manage and operate UKVI Tier 4 legislation, ensure that Vinehall maintains its sponsorship requirements and keep abreast of changes including to immigration legislation. Preparation for UKVI inspections.
- Notify Local Education Authority of all new joiners and leavers within five days of joining or leaving the school. Provide contact details of parents and other family members living at the same address.
- Complete separate annual statutory census returns for Independent Schools Council and Department for Education in conjunction with the Compliance Officer and Bursar.
- Provide data lists for Compliance Officer ready for Compliance Inspection; for example, class lists, boarders, children whose first language is not English.

## **Admissions Process**

- Be the primary point of contact for all enquiries relating to admission to the School, dealing with all initial and follow up enquiries, sending out prospectuses, recording contact details;
- Contribute to the development of an effective recruitment strategy, agree and as a result achieve target numbers for day and boarding numbers;
- Ensure the smooth and efficient running of visits, assessments, interviews, open days, scholarship assessments and taster days, keeping all staff informed;
- Ensure that all enquiries and visits have follow through communication and are recorded accurately on the school database;
- Develop close working relations with academic and support colleagues who are key to the success of tours/open days etc.
- Prepare literature and prospectuses for Open Days, Future Schools Show and all external exhibitions and shows. Ensure literature around the school is kept restocked and up to date;
- Keep up to date on all matters, including academic, which relate to admissions;
- Ensure the smooth transition from prospective pupil to current pupil status: including dealing with general enquiries from prospective parents, contacting previous schools, sending out results of scholarship assessments, joining packs, organising induction days and confirming pupil data. Notify the Bursary of additional billing requirements for new pupils e.g. scholarship awards;
- Keep close liaison with feeder, potential feeder and senior schools;
- Maintain excellent working relationships with established overseas Agents and look to develop network of agents in emerging markets;
- Attend staff meetings including pre-term in-service training and relevant school events as published in the termly calendar;

- Produce termly management reports in support of admissions activity, interrogate and analyse present data, report trends and provide actual and projected pupil numbers;
- Attend external shows and exhibitions as required, for example, the Independent Schools Show, British Boarding Schools Workshop, Joint Services Command and Staff College Boarding Schools Fair. Includes some weekend work as necessary;
- Nursery events once per term. Write to potentially interested families, respond to all new enquiries, attend event and follow up after the event;
- Proofreading of all school website news items and Facebook posts;
- Any other reasonable request in the relation to the work of the Admissions Department;

### **General Tasks**

- Check incoming school office emails and voicemails during school holidays and respond to enquiries as necessary;
- Administer holiday club bookings during school holidays and respond to enquiries, for example, Easter and Summer Fun courses in Pre-Prep.

### **Key Skills**

- A real passion and enthusiasm for dealing with people;
- Ability to develop good relations with staff, both teaching and non-teaching, pupils, parents and Governors;
- Very high standards of tact and integrity, diplomacy and discretion as well as personal appearance;
- Ability to multi-task and prioritise work effectively;
- Be a target-driven individual, used to working to deadlines and achieving results;
- An outstanding communicator, both verbal and written and with the ability to work at all levels;
- Excellent administration and IT skills with familiarity of MIS used in education;
- Meticulous with details and first class proof-reading ability;
- Market and industry sector awareness;
- Proven events organisation skills.

### **Competency Profile**

It is expected that the Registrar will:

- Be educated to degree level, with GCSE English and Maths as a minimum;
- Have a minimum of 3 years' experience from working in an educational establishment in a similar role would be a distinct advantage;
- A demonstrable track record of effective customer care/relations, responsive to customer demands where appropriate;
- Have the ability to work on their own initiative and make a proactive contribution to the School.

### **General Salary and Conditions**

- Salary will be within a range of £25,000 to £30,000 dependent on qualifications and experience.
- This is a full-time role, during term time the normal working hours being 08:30 – 17:00 and the published School's holidays from 09:00 to 16:00. However, the successful applicant must be prepared to work outside these hours occasionally to meet the requirements of the post.
- The post holder is entitled to 28 days' holiday per year including Bank and public holidays. Holidays must be taken during school holidays (other times by special arrangement).
- The School participates in a Contributory Pension Scheme for support staff.
- Lunch is provided free of charge during term-time.

### **Safeguarding and Child Protection**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Officer or to the Headmaster. All Vinehall staff must have an enhanced DBS disclosure.

All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).