

Habs

HABERDASHERS'
ELSTREE SCHOOLS



Registrar

CANDIDATE INFORMATION

Overview

Haberdashers' Elstree Schools consists of Haberdashers' Boys' School, founded in 1690 and Haberdashers' Girls' School, Founded in 1875.

Habs Boys and Habs Girls are two leading independent day schools for children aged 4–18.

The schools provide a challenging, positive, stimulating and secure community in which students enjoy working hard to fulfil their potential. The co-location of the Schools provides the best of both worlds: an excellent single-sex education within a co- educational environment.

The Schools trace their roots back to the 17th century when the founder, Robert Aske, established the principles that guide it to this day – to give talented and ambitious young people the opportunities they need to succeed in life.

The Schools' priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, it aims to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she or he needs to give her or him confidence to go forward in a changing world.

The Schools have a diverse community which nurtures a global perspective and a deep sense of responsibility for the world in which their pupils will lead and succeed. The excellent

The Schools' academic results place it amongst the highest-ranked schools in the UK.

The Schools occupy purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within easy reach of North London.

pastoral care, broad academic curriculum and far-reaching co-curricular provision prepare students for success, wherever their passion may take them.

The Schools operate an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.



Co-location

One of the distinctive features of the Schools is the fact that Habs Boys and Habs Girls are co-located on the same campus.

Habs Elstree Schools offer a distinctive learning experience - the very best of single-sex education in a truly co-educational and collaborative environment.

Across the whole age range, close links are forged across the schools. In the Sixth Form, the schools run a joint Enrichment programme to supplement the curriculum.

Since September 2022, co-educational teaching has occurred across the subject range at A Level: each child undertakes at least one subject in a co-educational class.

The Schools work closely together on extra-curricular and co-curricular levels, with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities.



The Haberdashers' *Family*

The Elstree Schools (Habs Girls and Habs Boys) are part of the Haberdashers' Company and, as such, form part of a wider family of schools in both the independent and state sectors across England and Wales.

Between them, these schools operate across the grammar, academy and independent sectors, educating children at primary, prep and secondary ages, with both boarding and day provision. There is active sharing of best practice at multiple levels between all four main 'hubs', and the Company is a recognised voice on the national educational stage. More directly, the Haberdashers' Company is highly engaged in the work of the Elstree Schools in a number of ways, including deputations, the provision of Governors and charitable funding, and cross-hub events in music, sport and other co-curricular activities.

There is ongoing work to deliver "The Haberdashers' Advantage programme", leveraging the enormous Haberdashers' community across all the Schools to benefit students with mentoring, admissions advice, charitable support, character development opportunities and cross-hub experiences.



Our *Strategy*

Habs Girls and Habs Boys now have a shared vision, mission and strategy for the future.

Following an extensive and far-reaching review, the Governing body of our two schools have developed an exciting and ambitious strategy. The strategy is designed to ensure our students flourish in an increasingly global and technologically driven workplace. One of our key strategic imperatives is maximising the benefits of colocation of the Girls' and Boys' Schools.

We work together, offering the best of single-sex education in a co-educational environment, together with a rich co-curricular programme; with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Since September 2022, all Sixth Form students have had joint lessons in at least one of their A level subjects. These lessons will be taught at either the Boys' or at the Girls' School. This is a unique and exciting opportunity, which has enabled us to maximise our resources and ensure all Habs students leave fully prepared for the modern world.

Read more about our strategy [here](#).

Watch our Meet The Heads video [here](#) and Profound Impact films [here](#).



The current strategic priorities for attainment between 2025 and 2030 are:



Aim 1: Learning

We will provide the most exciting, challenging and innovative experiences – bringing a sense of magic and wonder to learning. We will prepare students intellectually, emotionally, socially and technologically to carve out the futures they want. They will become lifelong learners, capable of endlessly adapting to an ever-changing world.



Aim 4: Partnerships

We will 'open our gates' and expand our horizons, engaging more deeply with a wider range of communities, institutions and individuals – locally, nationally and globally. This will deliver mutual opportunities for discovery, adventure and progress.



Aim 2: Caring

Every student will be valued for who they are as a unique individual. They will know that Habs always offers kindness and encouragement and that we will proactively nurture and support them. We will also ensure that they understand the importance of protecting and developing their own wellbeing, spirituality and independence.



Aim 5: Talent

Our reputation will draw the brightest students to us. We will also become an inspirational, diverse and inclusive 'destination employer', attracting world-class teaching and professional services staff. We will retain this talent through excellent personal and professional development opportunities, a strong sense of belonging, and mutual support and respect.



Aim 3: Exploring

The depth and breadth of our co-curricular programme will be unmatched, offering superb opportunities for each student to excel academically while also pursuing their personal interests and talents. Students will be capable of being both team players and leaders, developing their resilience, self-awareness and confidence they need to take risks and cope with the outcomes.



Aim 6: Campus

We will be a responsible 'custodian' of our historic campus to create an outstanding learning and working environment for students and staff. We will reimagine education by being a responsible custodian of our campus; supporting and developing existing buildings and facilities; investing in state-of-the-art, environmentally sustainable facilities which can flawlessly support the delivery of our other aims.

Find out more [here](#).

The *role*

The Registrar will manage the team and oversee the day-to-day activity of the Department, ensuring a first-class service at all times, and the effective delivery of the admissions strategy as set by the Director of Marketing, Communications and Admissions.

This pivotal role requires an individual with exceptional written and spoken communication skills, who can convey information clearly, concisely, and engagingly to diverse audiences in a warm manner. A proactive approach for task completion is essential.

Key Responsibilities

- Ensure the shared Admissions inbox is triaged effectively, and emails answered within a set timescale.
- Working with the Director of Marketing, Communications and Admissions, to manage, oversee and audit admissions processes and policies, maintaining consistency across all points of entry.
- Be up to date with latest admissions legislation, ensuring compliance and disseminating information to the team as appropriate.
- Produce an Admissions calendar for the year and agree with senior staff/departmental Heads.

The ideal candidate will possess valuable experience in a school setting and a comprehensive understanding of school management systems. A steadfast commitment to maintaining the highest standards of work is paramount.

The registrar will report into the Head of Admissions and have line management responsibility for the Assistant Registrar and Administrative assistant.



The *role*

Key Responsibilities

- Oversee the integrity of the admissions database, ensuring accurate collection of data, good use of the system and staff training where appropriate.
- Oversee links with feeder schools, keeping accurate records of engagement.
- Working with the Head of Admissions, and Director of Marketing, Communications and Admissions to create and implement a plan for engagement with feeder schools, new areas to target, school fairs to attend, events to hold on site, involving and engaging relevant staff.
- Working with colleagues in the admissions team, create and execute plans for events.
- Liaise with staff on entry exams/assessments and results.
- Working with Marketing, edit and review all information relating to Admissions on the website and in marketing materials.
- Work with the Director of Marketing, Communications and Admissions and the marketing department, to ensure events at Habs Elstree are reflective of our ambitions and gain insight into the events offered at our competitor schools.
- Attend external promotional events.

Administration and Data

- Provide accurate and regular figures to Director of Marketing, Communications and Admissions to assist with forecasting.
- Provide accurate, clear, and timely data for decision meetings.
- Produce departmental plan for each term and ensure tasks/goals are met.
- Produce a shape of the school document and keep up to date with leavers/joiners to enable forecasting, sharing with colleagues as appropriate.
- Draft, for agreement by the Head of Admissions, all standard admissions emails and letters including offer letters, with due regard to compliance.
- Produce joiner and non-joiner surveys, analyse and present to Director of Marketing, Communications and Admissions and Heads



The *role*

Key Responsibilities

- Maintain and update all pupil records held on and coordinate the use of the database.
- Maintain the register with accurate and up to date joiners and leavers information.
- Monitor current and future school roll numbers, keeping the Headmaster informed on a regular basis regarding the status of application numbers.
- All admissions records and statistics to be kept accurate and up to date.
- Provide data regarding admissions, exploiting the database to its full potential.
- Advise Director of Marketing, Communications and Admissions on market and admission trends.
- Ensure Academic Deputy has academic information necessary to advise prospective parents regarding option choices and to place new students into appropriate sets.
- Advise Finance Office re payment of registration fees and deposits and record any monies paid through Admissions Office.
- Maintain up to date scholarship and bursary awards information.
- Maintain a regular analysis of admissions statistics and trends for the Director of Admissions & Marketing, The Headmaster and Governors.
- Manage all data on and co-ordinate visits to feeder schools.

Admissions Assessments

- Lead the organisation of the assessment days
- Ensure compliance with equality, disability, discrimination and data protection legislation and ISI inspection standards.
- Arrange requisite tests and interviews prior to admissions
- Liaise with HoDs regarding entrance exams, taking responsibility for production and administration of entrance exam papers
- Liaise closely with Head of Academic Support to support all applicants with Individual Needs
- Ensure all relevant departments have clear annual calendar for submission and marking of these exams
- Prepare and manage all exam and contextual data for decisions meetings, interview teams and form allocation meetings.



The *role*

Key Responsibilities

Training and Development

- Ensure the team are all up to date on school activities/curriculum/news/results/ planning to allow accurate dissemination of information to parents.
- Keep abreast of competitor school activity.
- Regularly review your own practise and in collaboration with Director of Admissions, set personal targets, take responsibility for your own continuous professional development and participate in the annual performance review process.

General Requirements

- Be a friendly and welcoming face for families, able to give accurate and clear information.
- Be a familiar face in the school community, approachable, responsive and visible.



Qualifications, *Skills and experience*

Personal Attributes

- Confident and motivational leader with a collegiate and collaborative approach, able to nurture and grow individual team members.
- High level of tact and diplomacy.
- A warm and welcoming approach.
- Strong communication skills and comfortable public speaker, able to engage audiences internally and externally, at all levels.
- Resilient and adaptable.
- Flexible with an ability to see and introduce solutions.
- A people person and comfortable networker, able to interact with people at all levels.
- A genuine empathy for prospective families and an understanding of their journey.
- A sense of humour and proportion.
- A passion for education and empathy with the independent sector.
- Values and promotes diversity and inclusion.
- A clear commitment to delivering best practice in safeguarding.

Qualifications, Experience and Skills

- Educated to degree level or equivalent.
- Demonstrable experience of admissions in an educational setting.
- Strong interpersonal skills and demonstrable experience of managing effective relationships with key stakeholders.
- Experience of managing staff and overseeing smooth running of workload.
- Excellent IT skills, including use of databases.
- Excellent administrative and organisational skills with the ability to use initiative and prioritise workload.
- Numerate with the ability to track, analyse, and interpret data.



Remuneration

The Elstree Schools are one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and specifically, with the independent sector.

- Salary up to £40,000 per annum, dependant on experience.
- 40 days annual leave per year (including bank holidays) for full-time, year-round staff
- Free lunch and refreshments
- Additional life insurance cover
- Access to the Employee Assistance Programme (EAP), providing confidential support and advice
- Extensive professional development and training opportunities to enhance career growth
- Free onsite parking and access to the School's extensive coach network
- Free access to state-of-the-art sports facilities including the gym, swimming pool, and fitness classes
- Wellbeing initiatives and programmes, such as yoga, mindfulness sessions, and health checks
- Access to an online GP service, providing quick and convenient healthcare advice
- Access to Vivup, the staff benefits platform, featuring discounts, financial advice, and wellbeing resources
- Enhanced pension scheme, offering excellent employer contributions
- Cycle-to-Work Scheme and other green travel incentives including Octopus Electric Vehicles



Application *Process*

The Elstree Schools are committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check.

Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

If you would like to visit the School before submitting an application, please do contact the School.

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The Haberdashers' Elstree Schools are an

equal opportunities employer and welcome applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience).

All applicants should read the Schools' safeguarding policy (available here) and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

N.B. Safer recruitment checks will be made at all stages of the recruitment process.