



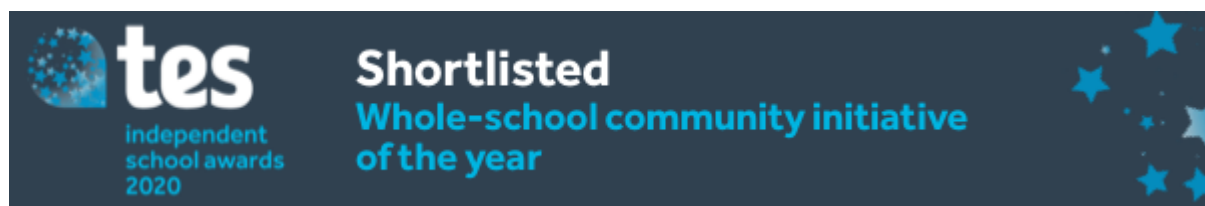
Recruitment Pack



Admissions Registrar September 2022

Beech Hall is a unique independent school of approximately 200 pupils in which staff truly inspire the wide-ranging achievements and talents of every single pupil.

What could you bring to Beech Hall?





An Introduction to Beech Hall

Beech Hall is a non-selective independent school for boys and girls aged six months to sixteen years. Situated in a beautiful sixteen-acre site in the heart of Cheshire, housing two listed buildings, playing fields and a popular outdoor swimming pool, we are proud to be able to provide a truly child-centred approach to education, ensuring that every single pupil is happy and therefore achieves and thrives – in the widest sense of the word. Beech Hall is part of the Chatsworth Schools Group, and embodies Chatsworth Schools' values of integrity, resilience and passion every day. For nearly 100 years, Beech Hall has prepared young people for tomorrow's world with compassion, courage and a community spirit.

Small classes and a focus on the individual child mean that quality teaching and learning lead to success. However, we believe opportunities beyond the classroom curriculum are just as important as we seek to provide a truly unique and enriching curriculum for every pupil. A balanced focus on academic attainment, sporting opportunities, emphasising individual strengths and celebrating traditional values are at the core of everything that is important to us at Beech Hall.

The staff at Beech Hall have the highest standards of expectation for our children and the quality to which we believe they are entitled. This means that processes to ensure individual happiness and achievement are rigorous, and opportunities for pupils to participate in the widest variety of ways are multiple and varied. Communication remains a three-way process throughout our children's education, ensuring that the child, their parents and staff work collaboratively to achieve happiness and success.

Candidates are encouraged to make an appointment to look around our school. I shall look forward to welcoming you to Beech Hall School.

James D Allen
Headmaster

Recent Awards:

- Muddy Stiletto's Best Schools Award Finalist – Most Inventive Sports Programme 2022
- Mayor of Macclesfield Young Person's Civic Award 2022
- Carnegie Centre of Excellence School Mental Health Gold Award 2021
- Independent Schools Association Highly Commended – Senior School of the Year 2021
- Independent Schools Association Finalist – Outstanding Sport (Small School) 2020
- TES Finalist – Whole-school Community Initiative of the Year 2019
- Independent Schools Association Finalist – Excellence in Extracurricular Activities 2019
- Independent Schools Association Finalist – Outstanding Provision in Learning Support 2018
- Independent Schools Association Winner – Excellence & Innovation in Partnerships 2017
- Independent Schools Association Finalist – Excellence in Extracurricular Activities 2017





Beech Hall School agreed values, beliefs and behaviours

At Beech Hall our shared values – for both pupils and colleagues – are based on and extended from the Olympic and Paralympic Values. Based on the values, beliefs and behaviours that we all strive to demonstrate in how we **show** ourselves to other people, how we **grow** as individuals, and how we **connect** with those around us. These values underpin everything that we do, how we behave and the attitudes that we attempt to demonstrate on a daily and repetitive basis.

Pupils throughout the school are rewarded with stickers in these values, and these contribute towards the Olympic Passport of Olympic Passport Premium. Reinforced by postcards home, these are an integral part of the wider process of rewards at Beech Hall.

Show



Grow



Connect





Job Description: Admissions Registrar Required for September 2022

Job Title	Admissions Registrar		
Appointed by	Headmaster		
Reports to	Director of Finance & Operations		
Position	Full time position, Monday to Friday; hours 8.30am – 5pm 5 weeks paid holiday entitlement, in addition to public holidays; it is expected that holidays will be taken within school holiday periods		
Salary	£30,000-£35,000pa		
Type of Contract	Permanent		
Deadline for applications	23 June 2022 12 noon	Shortlisting	24 June 2022
Interviews	29-30 June 2022	Start date	1 September 2022
Summary of the role	<p>We are seeking to appoint a highly organised individual who can take on the responsibility of Admissions Registrar at Beech Hall School & Nursery, to manage the pupil admissions and assist prospective families who are looking to join Beech Hall.</p> <p>The ideal candidate will be characterised by a willingness to go the extra mile to ensure outstanding parental satisfaction, and will have a natural capacity for creating an exceptional first impression. You will be energetic and self-motivated, possessing sound organisational and administrative skills.</p> <p>With an exceptional eye for detail, and the skills to create and use effective systems and procedures, you will join a team whose aim is to genuinely transform the academic and pastoral expectations and achievements of children at Beech Hall.</p>		
Key responsibilities	<ul style="list-style-type: none"> To work with the school's Senior Leadership Team to formulate a successful pupil recruitment approach including the requirement to meet, monitor and report on pupil recruitment targets To identify and lead on all aspects of the admissions process with a view to maximising enquiries, tours and joining pupils; to professionally evaluate all aspects of the admissions process and to make recommendations for improvement To lead all contact (telephone, letter, email, face-to-face, online) between prospective parents and the school throughout the entire admissions process, demonstrating understanding and empathy, and setting the highest expectations with regard to professionalism and customer care To act as the face and the voice of the school at all times, recognising and acting upon opportunities to maximise promotion of the school To ensure that school and Group-wide systems are followed, the admissions database (iSAMS) is upkept maximising clarity for all 		



	<p>stakeholders, and functionality in order to keep in touch with prospective families</p> <ul style="list-style-type: none"> • To report regularly on pupil numbers to both the Headmaster and the Director of Finance & Operations, produce weekly figures for SLT meetings, as well as more in-depth reports for the Chatsworth Schools Group • To handle all incoming admissions-related enquiries from prospective parents and work closely with the school's Director of Inclusion • To handle incoming admissions-related enquiries for the Nursery and work with the Nursery Manager regarding room capacities and staffing • To liaise with the Headmaster's PA and other relevant staff to schedule parent visits to the school • To provide informative tours of the school and arrange taster days/sessions for prospective pupils • To action prompt post-visit follow-up activity to families who have made admissions visits to the school • To work closely with the Director of Finance & Operations, and to send out offer letters/packs to new pupils • To work closely with Chatsworth Schools' Director of Marketing & Communications • To take a lead in the marketing plan for the school, including the use of digital channels, events and print media • To ensure that all potential pupils and families are in receipt of all necessary documents and information required at each stage of the admissions process to facilitate a smooth transition into the school • To be willing to represent the school at external events, which may occasionally include evening activities such as Preparatory School open evenings • To provide occasional holiday cover for the school reception desk
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior member of staff to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post-holder.

All staff are expected to attend staff briefings before school and staff meetings after school.





Person Specification: Admissions Registrar

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> High standard of literacy and numeracy Minimum 5 GCSE passes grade A-C (or 9-5) including English and Maths Educated to degree level 	<ul style="list-style-type: none"> Current enhanced DBS Admissions or Sales & Marketing professional qualification
Experience	<ul style="list-style-type: none"> School admissions experience Developing and maintaining successful relationships with a variety of internal and external stakeholders Working to tight deadlines 	<ul style="list-style-type: none"> Previous experience as a Registrar Working in education Independent Schools Inspectorate and internal audit matters Working with a school management information system (MIS) or have proven transferrable skills
Knowledge & skills	<ul style="list-style-type: none"> Understand the workings of a school and how to build effective working relationships with families A passion and drive to meet targets, a commitment to excellence and a meticulous attention to detail An effective and confident communicator, with an excellent command of English, both spoken and written Ability to work as part of a team Excellent IT skills 	<ul style="list-style-type: none"> Knowledge of the local area, feeder schools and competitor schools, including those outside of Cheshire East in neighbouring boroughs Be able to proactively promote the school in all interactions with stakeholders
Personal	<ul style="list-style-type: none"> Hardworking, conscientious and able to take responsibility Able to juggle a varied workload Display the highest levels of integrity Outstanding inter-personal skills Display excellent collaboration skills Have an excellent punctuality and attendance record Able to confidently role model the school's values A sense of humour and a positive 'can do' attitude 	<ul style="list-style-type: none"> An understanding of safeguarding and its importance within the school environment
Attitudes	<ul style="list-style-type: none"> That put children at the heart of everything that we do, and have a natural aptitude and care for children Engage with the school as a learning community, establishing and fostering links with parents, colleagues, external stakeholders and the local community 	





What can you expect from Beech Hall School?

- A beautiful school set in 16 acres of land, with a mix of traditional and modern teaching facilities
- Competitive salary
- Continuing professional development
- Twice-weekly morning staff briefings in which pupils are at the heart of discussion
- Excellent transport links to both Manchester and London
- Receptive and supportive Senior Leadership Team
- Friendly and supportive colleagues
- Open and positive working environment in which hard work and commitment are valued the highest degree
- Free use of the school's multi-gym and swimming pool
- Lunch and tea/coffee
- On-site parking
- Company pension
- Fee remission

How to apply

- Send either your completed application form or CV to the School Secretary, together with a covering letter
- Ensure your covering letter demonstrates why you want this position, why you would like to work at Beech Hall, and in what ways you believe Beech Hall and its pupils will benefit from you working here
- You are encouraged to make an appointment to view the school, or to have an initial conversation with the Headmaster on the telephone
- The deadlines, shortlisting and interviews dates can be found on page 4

Requests for an application form should be made to the School Secretary - secretary@beechhallschool.org or by telephoning 01625 422 192.

Prospective candidates are actively encouraged to make an appointment to view the school and to meet with the Headmaster.