



Queen's College, London

Established 1848



Queen's College Preparatory School

Patron: HM The Queen



Appointment Information

Registrar

August 2021 (or earlier if possible)



Queen's College, London

Queen's College, London consists of two schools. The College, based on Harley Street, is a highly successful independent girls' senior day school of 380 pupils, aged 11-18 and is a member of the Girls' School Association. It prides itself on its friendly and supportive atmosphere, highly valued by pupils, parents and staff. Queen's College Preparatory School (QCPS), a short walk away from the College, has a similar ethos and has enjoyed rapid growth since its foundation in 2002. QCPS is a member of the Independent Association of Prep Schools and has become one of the most successful girls' prep schools in London, its pupils progressing to an array of leading day and boarding senior schools, including Queen's College.

Queen's College (often known simply as "Queen's") occupies an extraordinary position in the history of education for women; founded in 1848 with the ambition of providing a means for girls and young women to gain a serious education, it was the first institution in Great Britain where they could study for and gain formal academic qualifications.

Nowadays, the College and the Prep enjoy a reputation as friendly and creative schools where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support. Places are oversubscribed and the schools' central locations are recognised to be a considerable asset; the cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment. The College is academically selective, has been achieving increasingly strong results in recent years, and continues to invest in enhancing its buildings (a notable example being the construction of a new sixth form centre which opened in February 2017).



The Role

We are seeking an experienced, enthusiastic and personable Registrar who will take a leading role in ensuring that strong candidates apply to Queen's, and that their admission to the College and Preparatory School is as seamless as possible. This will entail working closely with colleagues in Marketing, as well as supporting the Principal and Headmistress – including representing Queen's at open events held at other schools. The person appointed will report to the Director of Communications & Development.

The Registrar will lead the entire admissions process for the College and Preparatory School, aiming to maximise the recruitment of well-qualified applicants. This will include planning, organising, recording and controlling the admissions process for interested pupils and parents at 4+, 11+, and 16+, working closely with the Principal and Headmistress as necessary, and also maintaining smooth processes for those applying for occasional places.

The Registrar will need exceptional levels of computer literacy and administrative efficiency. A warm, welcoming and highly professional approach is needed at all times as this is an outward-facing role. The post will contribute substantially to the ongoing development of both schools and the successful candidate will have plenty of opportunity to become involved in many elements of school life.

The person appointed will line manage an Admissions Assistant, who is based at the Preparatory School.

Key Responsibilities

Communications & Events

- To act as the first public face of Queen's for prospective applicants, including representing the school at other schools and public events.
- To respond to and follow up on all enquiries about places in the College and Preparatory School in a timely, efficient and personalised manner.
- To organise prospective parent and pupil visits including undertaking private tours of the College and Preparatory School, as well as participating in all induction events.
- To assist the Headmistress, Deputy Head (Operations) and Director of Communications & Development with the planning and implementation of open events for prospective parents and pupils.

Administration

- To administer, record, programme and organise a seamless admissions process in a proactive, helpful and effective manner, from first enquiry to joining.
- To ensure the receipt of all necessary paperwork prior to pupils joining the College and Preparatory School, and the preparation of offers and acceptance paperwork.
- To produce records of starters and leavers, pupil numbers etc. as required.
- To maintain pupil records (on our school information management system, electronic and paper as relevant) relating to prospective and new pupils to ensure data completeness, accuracy and integrity.
- To liaise with previous schools and referees as necessary, including requesting transfer of all requisite information.
- To oversee the compilation of the DfE Report, Admissions register and the de-registration process of pupils leaving the College and Preparatory School.

Entrance Exams & Scholarships

- To arrange entrance and scholarship exam days and other ad hoc entrance exam needs.
- To assist in the co-ordination and processing of scholarships and financial awards in liaison with the Principal and Bursar.

Miscellaneous

- To line manage the Admissions Assistant.
- To assist other members of the non-teaching staff including the front office with general enquiries and cover.
- To undertake other reasonable duties that are commensurate with the post, as required.



Person Specification

The successful candidate is highly likely to have the following qualifications, skills and experience:

- Qualified to degree level or similar.
- Recent, relevant experience of an admissions role, ideally within the independent sector.
- Excellent presentation and communication skills, both verbal and written.
- An ability to communicate confidently at all times with a diverse range of stakeholders.
- Mature, enthusiastic and self-motivated with a thorough approach to tasks.
- Excellent spelling and numerical skills with a very high attention to detail.
- Highly proficient in IT, including experience of using management information systems.
- A real team player with a positive and accommodating attitude.
- A calm and flexible approach.
- Highly efficient with strong prioritisation and multi-tasking skills.
- Sympathetic to the independent school ethos.

Terms and Conditions

- Full-time permanent position; start date August 2021 (or earlier if possible).
- The salary for this role is competitive and will be dependent on qualifications, skills and experience.
- Normal working hours – 0900 to 1730, Monday to Friday, with occasional evening and weekend work.
- Free lunch in the Dining Room during term time.
- Holidays – 25 days per annum, plus English bank holidays.
- Healthcare insurance (taxable benefit).
- Defined contribution pension scheme.
- Wellness Allowance.



Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs.

The application form, together with other useful information, can be downloaded from the College website (www.qcl.org.uk).

Completed application forms and covering letters should be sent via email (preferably) to the Assistant Bursar, Mr Richard Hall (rhall@qcl.org.uk) or by post to the Assistant Bursar, Queen's College, 43-49 Harley Street, London W1G 8BT.

Applications will be considered as they are received by the College and candidates may be invited for interview at any stage. Early applications are warmly encouraged.

The deadline for applications is midday on Tuesday 18 May 2021. Interviews are likely to be held during the week commencing Monday 24 May 2021.

Queen's College, London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.