



Queen's College, London

Established 1848

Registrar

Full-time, all year round

August 2021 (or earlier if possible)

We are seeking an experienced, enthusiastic and personable Registrar who will lead the admissions process for both the College and our Preparatory School. The successful candidate will help ensure we attract the strongest applicants for both schools and that their admission to Queen's is as seamless as possible. This role will entail working closely with the Principal and Headmistress. The person appointed will line manage an Admissions Assistant and will report to the Director of Communications & Development.

Queen's College, London consists of two schools. The College, based on Harley Street, is a highly successful and over-subscribed 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), based on Portland Place, 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.

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. Early applications are warmly encouraged. The salary for this role is competitive and will be dependent on qualifications, skills and experience.

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.