**Job Description**

**JOB DETAILS**

**Job Title: Admissions Registrar with Marketing Responsibilities Reports to: Principals PA**

**JOB PURPOSE**

The post holder will be a member of the Support Staff team at Ealing Independent College and will hold responsibility for the admissions of the school as delegated by the Principal.

**RESPONSIBILITIES**

Main Responsibilities

* To be the first point of contact for all enquiries and applicants.
* Manage and track all enquiries through the process to admission updating ISAMS at each stage to ensure accurate data throughout.
* To manage school tours, open days, interviews, entrance examinations and letters of offers/acceptance.
* To ensure processes are robust and meet regulatory compliance for the Department for Education (DfE), Independent Schools Inspectorate (ISI) and UKVI.
* To manage all school reference requests for applicants.
* To provide accurate, up-to-date figures for each stage of the application process: enquiry – application – admission – enrolment.
* To provide weekly updates to local authority on any school leaver and their onward destinations.
* Provide information on the admissions process to prospective parents
* Send out prospectus and registration forms to prospective parents
* Complete initial enquiry forms
* Record registrations received electronically
* Acknowledge registrations and payments received
* Enter details of parents and children onto ISAMS databases
* Maintain ISAMS database with up to date information for prospective and current children
* Prepare and send out offer letters for prospective parents
* Organise new parent’s tours and meetings for the Head
* Welcoming parents to the school and show them around the school
* Organise and attend welcome open evenings and other events for prospective and current parents
* To work closely with key personnel at Head Office responsible for Marketing
* To work closely with head office in updating the college website and social media platforms
* Prepare, update and send out parent information packs for prospective parents
* Read and respond promptly to e-mail enquiries
* Track admissions’ statistics
* Confidently deal with Heads and registrars in other schools
* Prepare and send data to Head Office as required
* Liaise closely with both Principal and the staff and keep the diary up to date and everyone informed of visits and enquiries
* To manage pupil/parent ISAMS records for new admissions ensuring regulatory reporting before a student’s start date, and to ensure accuracy for the purpose of timely communications between parents and the school
* To ensure security and completeness of hard copy pupil records, and manage the archiving of past pupil records
* To ensure that all pupil identity and travel documents are complete and up-to-date
* To manage Tier 4 Sponsorship/UKVI compliance, including the keeping of Overseas student attendance registers.
* Pastoral Support for Homestay/International students, including arranging for local visits
* To ensure all documentation for applicants pertaining to any SEND needs and any safeguarding/child protection issues are complete for review by the DSL and SENCO.
* To prepare complete admissions files for applicant for review by the admission team.
* To work closely with the Exams Officer to provide comprehensive Exams administration.

Other Duties

**General responsibilities**

* To ensure that the Principal and staff are aware of major changes to relevant regulations and procedures.
* To proactively identify areas for improvement in all current systems.
* To attend and contribute to staff meetings and ongoing professional development.

***This list is not exhaustive and the essence of the job is to be accommodating and flexible at all times and the Admissions Registrar may be asked to do duties other than those listed, as deemed reasonable in the opinion of the Principal.***

**SKILLS AND EXPERIENCE REQUIRED**

**Suitable candidates will have / be:**

* High proficiency in English both spoken and written
* Excellent communication and people skills
* Good personal presentation and organisation
* Reliable, honest, flexible and trustworthy
* Able to work in a busy environment with adults and children alike
* Friendly, enthusiastic and approachable
* Responsible and able to prioritise work-load
* A willingness to be flexible and manage change
* Experience of working as part of a team and able to manage workload independently
* ‘Can-do’ attitude/willing to help out
* Good knowledge and understanding of ISAMS and office software packages
* Good awareness of SEND and safeguarding issues and procedures with regard to students
* Experience of Tier 4 administration and compliance
* Professional and polite in conduct with clients, parents and staff
* Have a friendly and polite telephone manner
* A willingness to participate to school events

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school/college evolve over time and their features vary from year to year.

**SAFEGUARDING**

The Admissions Registrar has responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact in the school. It is their responsibility to adhere to and ensure compliance with the college’s Safeguarding and Child Protection Policy at all times. If at any time the Admissions Registrar identifies any instance that a child or young person is at risk they must report their concerns immediately to the Designated Safety Lead (DSL) or the Principal.

Ealing Independent College is committed to safeguarding and promoting the welfare of children and young people and as an employee of Ealing Independent College you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff within Ealing Independent College and individuals are expected to conduct themselves in a way that reflects the principles of our organisation. All staff are required to undertake vetting & compliance via the DBS service.

JOB DESCRIPTION AGREEMENT

Job Holders signature: Date:

Manager’s signature: Date: