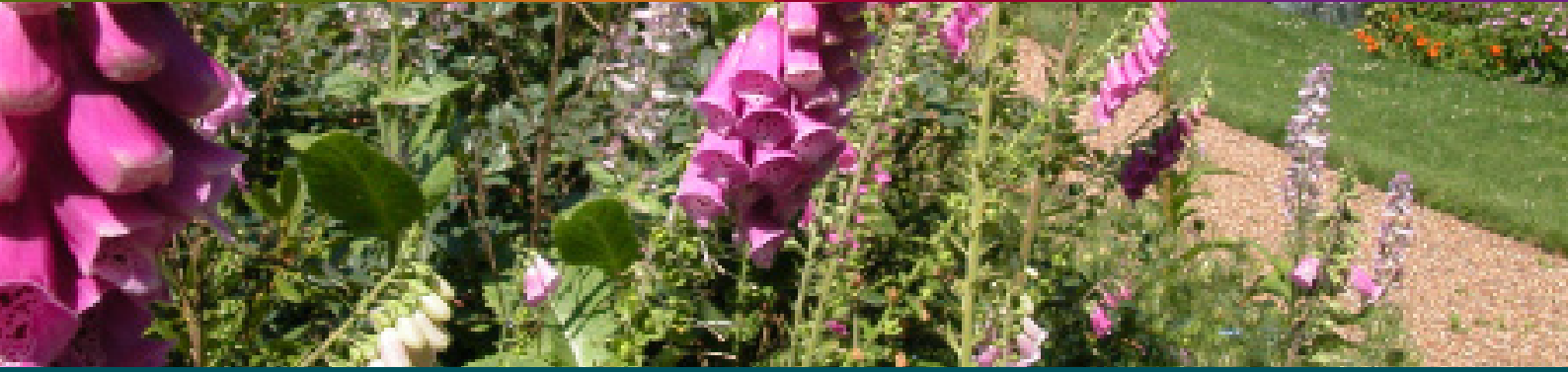


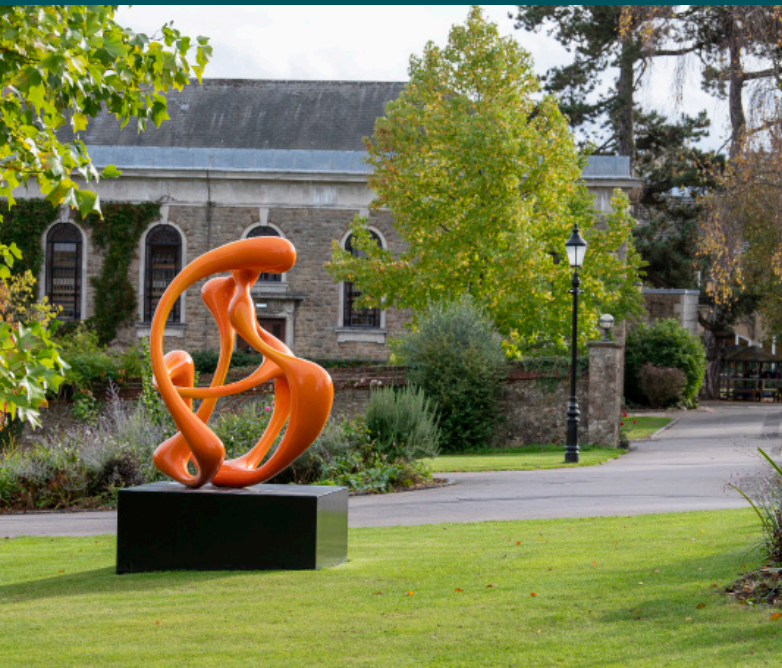
SEVENOAKS SCHOOL

JOB DESCRIPTION



Registrar

(Full-time, all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. In the same year, the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – 'Excellent' – in both categories which formed the basis of the inspection: 'Pupils' Achievement' and 'Pupils' Personal Development'.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. We employ hundreds of staff who work in a wide range of different departments. As well as our outstanding teachers, our highly valued professional services teams work collaboratively to ensure the smooth daily running of the school.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the spectacular deer park of

Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

Sevenoaks students have access to a fantastic range of facilities on campus for co-curricular pursuits, including sport, music, drama and art, at least 70 clubs and societies, a wide range of study trips and exchanges, and a well-established community service programme. Recent developments on campus include a superb sports centre, and a state-of-the-art performing arts centre, and a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in 2019, and a new girls' boarding house is expected to open in 2023.

Academic excellence is delivered by a broad, balanced programme of study and exciting teaching. Strengthened by wise pastoral care, Sevenoaks students work hard to satisfy their natural curiosity and extend themselves far above and beyond the core curriculum. The school's international outlook promotes the principles of tolerance and open-mindedness. Regular assemblies, tutor group meetings and a programme of talks help to foster the social and emotional welfare of our pupils, while a long tradition of service and local and international charity projects advances a core set of values across the student body.

The Team

The Admissions team handles over 1,000 applications a year as well as hundreds more enquiries and visitors. The team of nine staff works together to



provide an efficient, helpful, friendly experience for all families considering Sevenoaks School for their child, while the three teaching members of the team take responsibility for which students are offered a place.

The Role

The Registrar, reporting to the Director of Admissions, manages all administrative aspects of the admission of pupils to Year 9 and, currently, Year 7 as well, although this may be subject to review. The Registrar is central to the department's success: they are a main point of contact for hundreds of families, and, working closely with the Registrar for Sixth Form Admissions, they supervise the other support staff in the team (one full-time, three part-time) to ensure the smooth running of the department.

The post becomes available upon the retirement of the current occupant in July after 12 years of outstanding contribution.

Main Duties and Responsibilities

Telephone/email enquiries

- Ranging from visit arrangements to entry requirements and procedures, this is an important first contact with the school for many parents. Some calls, such as those regarding exam results, require particularly sensitive handling.

Individual Visits

- Arranging visits to the school for prospective parents.
- Liaising with boarding house staff and student tour guides.

- Greeting parents on arrival and ensuring the visit runs smoothly.
- Taking parents on tour when students aren't available (eg in school holidays).

Group Visits and Open Mornings

- Sharing responsibility with the Sixth Form Registrar to set up and administer regular Saturday morning group visits and two annual Open Mornings.
- Arranging catering, venue bookings, boarding house staff for tours, students for tours, and answering parents' questions.

Schools Fairs

- Joining or standing in for the Director of Admissions to represent the school to prospective parents at Prep Schools fairs.
- Organising the equipment and information needed for such visits.
- Joining the Admissions Director in representing the school at the annual Independent Schools Show in Battersea.

Examinations

- Administrating the entrance exams and scholarships:
 - Communicating with parents.
 - Arranging timetables and group interview schedules.
 - Organising for exam papers to be set.
 - Proof-reading and printing.



- o Organising invigilation, catering, student involvement.
- o Admissions Team marking of verbal reasoning tests.
- o Collating and calculating results.
- Working with Admissions team to prepare and send out results to parents and prep schools.
- Administering any tests taking place overseas.
- Arranging entrance tests outside the main exam cycle for late applicants.

Year 9 Prospective Pupils' Day

- Administering exam/interview preparations, as above.
- Arranging overnight boarding and co-curricular activities.
- Assisting on the day to ensure the smooth-running of the event.

Academic and Co-curricular Scholarships

- Helping, together with the Assistant Registrar, to set up, deal with the correspondence and liaising with prep schools for the Year 9 academic scholarship exams and with the Heads of Department for the Art, Drama, Music and Sport scholarship assessments.
- Working with Admissions team to prepare and send out results to parents and prep schools.

Means-testing and due diligence

- Liaising with the Director of Finance to ensure applicants for free or assisted places are means-tested and parents are informed of the outcome in

a timely fashion.

- Liaising with the Bursar's office to ensure regulatory checks on prospective parents are carried out.

Record-keeping and communication

- Keeping a record of change of status for current pupils (eg confirmed and unconfirmed leavers, temporary boarding, requests to switch from day to boarding etc) and distributing to relevant staff.
- Maintaining an accurate record of numbers of applicants registered, tested, offered, etc, for senior management team analysis.
- Ensuring maintenance of candidates' database records, in conjunction with the rest of the Admissions team.
- Collating and distributing key dates and venue bookings for the Admissions Department.

Person Specification

The Registrar should:

- Have excellent communication (both written and oral) and interpersonal skills.
- Be reliable, flexible, accurate and methodical, with an organised approach to work, having initiative and the ability to work without undue direction to tight deadlines.
- Work well with others, both within the school and outside.
- Have excellent IT skills (Word, Excel, Outlook and database operations).
- Be professional and completely discreet, tactful and diplomatic.



Hours

During term-time:

- Monday-Friday: 08:30-16:30 or 09:00-17:00
- Saturdays (around 24 per annum): 08:30-13:00.

During school holidays:

- Monday-Friday: 08:30-16:30 or 09:00-17:00.

The post holder will be required to work approximately 24 Saturday mornings per year (see above) for which time off in lieu will be given and taken out of term-time.

The rota is subject to alteration to meet the changing needs of the school, so flexibility is required.

Salary and Benefits

Salary

A salary between £35,000 per year and £40,000 per year will be offered, depending on the qualifications, skills, and experience of the successful candidate.

Benefits

- Holiday entitlement of 33 days including bank holidays (34 days in 2022).
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.

- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that



are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

The closing date for applications is 24/04/2022 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.