



Admissions Registrar at More House School

Full-time, permanent position, starting July 2022 or as soon as possible thereafter.

An enthusiastic and highly professional individual, with strong administrative skills and possibly with experience of special educational needs, is sought to join our dynamic Admissions team in the role of Admissions Registrar, assuming leadership of the team.

Our staff are committed and inspirational, transforming the futures of pupils with literacy and language-related additional challenges, by empowering them.

The School:

Nationally celebrated, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties and Developmental Language Disorders. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for 490 day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A Level, above the national averages. A majority of our Sixth Form leavers progress to their university of choice.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. All boys who attend More House are individually timetabled, with many receiving support through the on-site Learning Development Centre and its qualified therapeutic staff. Judged 'Outstanding' by Ofsted in its last five school inspections, our most recent full inspection (March 2019) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the sub-sections of the report. In January 2022, Ofsted carried out a routine inspection of the School's residential, health and safety, and safeguarding and welfare provision and judged this also as 'Outstanding'. More House is CReSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and the Boarding Schools' Association.

Approximately 60% of pupils have their places at the School funded by a local authority, and are the subject of an Education, Health and Care plan. Currently, more than thirty different local authorities have pupils placed in the School. The remainder of pupils' places are funded privately by parents and extended families

The school is set on a wooded hillside in nearly thirty acres of the Surrey Hills Area of Outstanding Natural Beauty on the Hampshire/Surrey border, and attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away.

In recent years, the School has refurbished and extended its boarding facilities, refurbished its eight Science laboratories, built its School of Engineering and CAD facilities, and opened a new Humanities block and School Chapel. Autumn 2017 witnessed the completion of our brand-new library and Media Studies centre, and growth in learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching, and independent study. In the current academic year, we hope to commence work on a substantial project to improve the School's facilities for sports. This project forms one element of a much more ambitious strategic development plan



realising our organisation-wide commitment to continuous improvement in all aspects of our provision, including the campus, and expanding our outreach work training other professionals.

The school provides a high level of support and training for all staff, promoting employees' career-development and efficacy in helping pupils to overcome the potential barriers to achievement posed by their difficulties and vulnerabilities. The school also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

About this post

The Bursar seeks to appoint an enthusiastic and highly professional individual to lead the current Admissions team. The School's Admissions process is integral to the success of pupils and the School, and works to build a partnership between prospective parents and the School in order to ensure all parties develop a comprehensive understanding of the pupil – his strengths and needs – and of the School's provision and expertise. A rigorous process is highly effective in ensuring discrepancies between potential pupils' needs and the School's provision are identified as early as possible, managing expectations, and in ensuring places are only offered for children and young people whom the School has the capacity to support effectively, enabling the genuine transformation of their futures.

Full training and ongoing mentoring in the role is provided, together with a comprehensive induction programme. Ongoing professional development is supported through INSET days and other training opportunities.

Lunch is provided free of charge, daily, as is parking within the school's beautiful grounds.

General key responsibilities

To lead the School's Admissions team, responsible under the Bursar/Headmaster for promoting and facilitating entry into the School for children whose needs can be met effectively in accordance with the School's Admissions Policy, with regard to the School's provision, purpose and capacity for each age-group as determined by the Headmaster and Board of Governors. The performance of other duties as deemed appropriate by the Headmaster/Bursar.

Specific duties include:

In leadership and partnership with other members of the School's Admissions team,

- Provide at all times a welcoming and professional service for all in contact with the Admissions department.
- Coordinate and manage the Admissions assessment process in accordance with the School's Admissions Policy, liaising with other members of the Admissions team, the Headmaster, the Director of Assessment and Therapy, the Head of Boarding, the Bursar and other professionals, ensuring all parties receive accurate information in a timely manner.
- Obtain and interpret all relevant information, including education, health and therapeutic professionals' reports, regarding any prospective pupil, relating to their cognitive and learning profile, using such information to assess suitability in respect of the School's provision in order to provide advice and to make appropriate decisions in respect of the admissions process.
- Oversee arrangements for prospective pupils' on-site assessment visits, welcoming children and their parents on arrival, providing reassurance, checking on their progress and wellbeing through the day.



- Identify and communicate to applicant parents as early as possible indications of incompatibility between the needs of the prospective pupil, and the School's provision and purpose.
- Communicate the findings and outcome of the assessment process to the parents applying for the admission of their child, taking responsibility for obtaining and collating information from professionals involved, and for preparing and sending letters from the Headmaster confirming the outcome.
- Maintain accurate records of all admissions enquiries and progress of the admissions process using the school's Management Information System (ENGAGE).
- Maintain the School's Admissions Register, ensuring accuracy and compliance with applicable regulatory and School requirements.
- Provide accurate and timely reports as required regarding the current and anticipated pupil-roll, admissions enquiries being processed and anticipated or actual vacancies to the Head of Boarding, the Bursar, the Headmaster and the Board of Governors.
- Work closely with the Head of Boarding to manage and promote the admission of pupils as boarders to the School, aiming to maintain the boarding-roll as close to capacity as possible whilst managing the admissions assessment process to ensure suitability of prospective pupils.
- Ensure the School's obligations are met in terms of reporting to the local authority and other bodies as necessary, pupils joining and leaving the School-roll, mindful of stipulated time-frames and formats.
- Ensure the protection of all personal data relating to pupils admitted to the School, and to those applying for entry, in accordance with the School's Safeguarding and Data Protection policies.
- Encourage, as far as possible, the receipt of written confirmation of acceptance, and the timely return of joining-papers and registration-fee, from parents of children offered a place or, where applicable, the placing local authority.
- Ensure parents of pupils expected to join the School-roll receive all relevant and necessary information to support their preparations and transition, in a timely manner.
- Maintain the pupil database so that it reflects the current status of all pupils.
- Promote the link with ex-pupils through involvement in coordinating, managing and developing the More House School Alumni Association.
- Attendance at INSET training days and other School events.

The successful applicant must also interact effectively on a professional level and seek to establish and maintain productive relationships with all.

The list of duties above is not exhaustive, and the post-holder may be required to perform such other duties as may be, from time to time, deemed necessary by the Headmaster or Bursar. This is a non-residential post.



Person specification

Essential	Desirable
Qualifications	
A bachelor's degree or other higher-education qualification.	Higher-education qualification relating specifically to education, child development or a therapeutic discipline. Teaching or specialist tutoring qualification.
Skills and Experience	
Experience of working with children, demonstrating effective communication with children and young-people. An awareness of special educational needs.	Experience of working within a school environment within a child-focused role. Experience of special educational needs, including Specific Learning Difficulties such as Dyslexia or Dyspraxia, Developmental Language Disorder, or associated conditions such as ADHD and Autistic Spectrum Disorder.
Experience of administrative work within a busy environment.	An ability to read and interpret prospective pupils' Education, Health and Care (EHC) plans and professional reports written by various professionals, such as Teachers, Educational Psychologists, specialist literacy assessors, Speech & Language Therapists, Occupational Therapists, Paediatricians, etc. <i>(full training and ongoing support will be provided for the role).</i>
Competent IT skills appropriate to the demands of the role. Proficiency in Microsoft Office.	Experience of using a school Management Information System (database, e.g. SIMS); <i>More House School uses Engage, by Double First.</i>
Highly developed, proficient English language skills.	Experience of working in a school's admissions office, or an understanding of the work undertaken in an admissions office.



Personal Attributes	
Strong sense of humour, optimistic enthusiasm and inclination to embrace challenge.	Evidence of resilience and professionalism in the face of challenge. Ability to identify and respond with appropriate initiative to new challenges.
Excellent interpersonal and communication skills demonstrating an understanding of, and commitment to, professionalism and teamwork.	
Attention to accuracy and professionalism in written and verbal communications.	
Energy, enthusiasm, flexibility and determination to succeed.	Understanding of own strengths and areas for development.
Excellent time-management and prioritisation skills, and ability to work under pressure and to deadlines.	Perseverance.
Empathy and patience, maintaining the highest standards of professionalism in the face of challenge.	
Strong, secure and personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	

Hours

8.15am to 4.30pm Monday to Friday.

Five weeks' paid holiday entitlement, in addition to public holidays. It is expected that holiday will be taken during School-holiday periods; however, at the Bursar's discretion, occasional holiday taken during School term-time may be permitted.

Attendance at occasional school events outside of normal working hours, from time to time, including Founder's Day. Some flexibility is welcomed.

Remuneration and support

Annual salary: Very competitive, and in accordance with qualifications and experience.

Lunch is provided free of charge, daily. Free parking is available to all staff within the school's beautiful grounds.

The post-holder will report to Headmaster and the Bursar.

All salaries and responsibility points are reviewed annually by the Board of Governors.



To Apply:

To apply, please submit a completed application form, for the attention of the Bursar, Mr Stephen Johnson, to Mrs Faye Carpenter, the HR Manager, at hr@morehouseschool.co.uk or by post to:

More House School
Moons Hill
Frensham
Farnham
Surrey
GU10 3AP

Interested candidates are welcome to make an appointment to visit the school for an informal visit.

Closing date for applications: 17.00 Sunday 12th June 2022

Interviews expected to be held on: Week commencing Monday 20th June 2022

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.