



# The Haberdashers' Aske's Boys' School

## Nurturing Excellence

The Haberdashers' Aske's Boys' School requires :



## Admissions Registrar

We are currently recruiting for an **Admissions Registrar** to manage the School's admissions procedures, from the initial point of contact with a prospective parent through to pupil arrival.

Reporting to the Director of Admissions & Marketing, you will play a key role in the organisation of all admissions related public events and assessments and will use and manage data to present recommendations and analysis of trends to help inform decisions.

This is a varied and busy role and requires someone who is ideally degree educated with experience in a similar role, though as a minimum you will have experience in a complex, busy, service-driven environment with strong experience managing databases. With exceptional written and oral communication skills you will be able to deal with and interpret statistical and numerical data.

Supported by an Admissions Assistant you should also have some experience of managing people and communicating and presenting at all levels.



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## Applications

An application form is available from the School's website: [www.habsboys.org.uk](http://www.habsboys.org.uk). Curriculum Vitae are **not** accepted.

The completed application form should be sent to the Human Resources Department ([staffvacancies@habsboys.org.uk](mailto:staffvacancies@habsboys.org.uk)) as soon as possible (preferably electronically).

Closing date no later than noon on **8 am on 24<sup>th</sup> June 2019**

We intend to interview for this post w/c **1<sup>st</sup> July 2019**

# The School

The Haberdashers' Aske's Boys' School ('HABS') has an international reputation for academic excellence and success, combined with exceptional pastoral care and co-curricular achievements.

The School is an independent day school with around 1,200 11-18 year old boys in the Senior School and another 200 boys from the age of 7 in the Preparatory School, which is situated on the same site. A Pre-Prep School for 75 boys aged 5 and 6 is located in nearby. The School's grounds adjoin those of its sister school, the Haberdashers' Aske's School for Girls and an extensive and long-established coach service brings pupils and staff from across a wide area.



HABS moved to its current 100-acre rural location in 1961, occupying the grounds of a former stately home: Aldenham House, a Grade 2\* listed building, located 15 miles North of the centre of London. A series of magnificent new buildings have been opened in the last decade including a new £13m Sports Facility in 2016.

HABS' aim is to nurture excellence within its established values of wisdom, integrity and humility. The most recent ISI inspection report (2012) graded the School as outstanding in all aspects. The members of the teaching staff are united by a caring approach, passion for their subject areas and the aspiration to be dynamic, modern and reflective practitioners.

Examination results are outstanding placing the School 7th in the UK League tables; places are heavily oversubscribed; and entry is extremely competitive. Boys achieve national prominence in many fields from music, drama and sport to science and Mathematics Olympiads, chess and public speaking.

The current intake of boys is exceptional, also graded as Excellent in the ISI inspection report, and the School has been placed at the top of the national league tables. Education at HABS, however, is about more than just academic success. The boys are bright, articulate and open, interested and extremely rewarding to teach. They have a great sense of humour and are very well mannered.

Pastoral care is exceptional, with a strong House-based system. Out-of-class activities abound, with many boys assuming responsibility for the running and organisation of events and societies. Music, drama and sport are strong, and there is also a thriving Outdoor Leadership programme and CCF together with a strong and active Community Service programme. HABS' boys regularly reach the finals of national competitions, such as chess, bridge and debating, but there is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious ethnic and religious diversity of the School. A Church of England School by tradition, other religious communities flourish with popular, voluntary assemblies on Thursday mornings for the many different faith groups which are represented in the School. This approach to all faiths was highly commended in the current ISI inspection report.



The School awards a number of scholarships on entry, but the majority of its funding goes into the provision of bursaries for cases of financial need. A very successful Development Foundation exists to broaden participation in the life of the School and encourage philanthropic giving.

# The Haberdashers' Aske's Boys' School



## Admissions Registrar: Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Role:</b>	Admissions Registrar
<b>Hours:</b>	37.5 per week full time - term time working with additional weeks in the holidays will be considered
<b>Salary</b>	Point 28 (£34,839) to Point 34 (£40,648) depending skills and experience

### Reporting Lines

The Admissions Registrar will report to the Director of Admissions and Marketing, will line-manage the Admissions Assistant and liaise closely with the Prep and Pre-Prep Offices with regard to all aspects of Admissions.

### Overview

The Admissions Registrar is a key member of the Schools' Admissions and Marketing Department. Its purpose is to manage and administer all of the School's admissions procedures at all points of entry, with due regard to legal process, from the initial point of contact with a prospective parent through to pupil arrival. The post-holder represents the 'face of the School'.

The Admissions Registrar will play a key part in the organisation of all admissions-related public events such as: Open Day, Open Mornings, all Promotional and New Parents Events.

### Duties and Responsibilities

#### General responsibilities

- Manage and administer the Admissions Register.
- All communications with prospective parents and pupils.
- Produce and run the Admissions Calendar.
- Attend consortium meetings to agree dates for the Admissions Calendar.
- Plan and prepare all marketing events including Open Days, Open Mornings and New Parents Evenings.
- Attend external promotional events.
- Work closely with and manage the diary for the Director of Admissions and Marketing.

### Admissions Enquiries

- Take overall responsibility for all admissions enquiries from the first contact with a prospective parent through to pupil arrival.

- Deal with and follow up enquiries in a timely fashion as required.
- Oversee maintenance of stock of all admissions-related literature and documentation.
- Organise all tours and visits for prospective parents, arranging hospitality, and conduct some parent tours.
- Conduct timely follow-up calls to parents who did not choose the School to build a body of knowledge on alternative schools and areas for admissions improvement.
- In conjunction with the Director of Admissions, ensure that the School's admissions practices and procedures are up to date, compliant with all relevant regulations and represent best practice within the sector.

### **Admissions Assessments**

- Play a major role with the organization of the assessment days
- Ensure compliance with equality, disability, discrimination and data protection legislation and ISI inspection standards.
- Arrange requisite tests and interviews prior to admissions
- Liaise with HoDs regarding entrance exams, taking responsibility for production and administration of entrance exam papers
- Liaise closely with Head of Academic Support to support all applicants with Individual Needs
- Ensure all relevant departments have clear annual calendar for submission and marking of these exams
- Prepare and manage all exam and contextual data for decisions meetings, interview teams and form allocation meetings.

### **Administration and Data**

- Maintain and update all pupil records held on and coordinate the use of the database.
- Maintain the register with accurate and up to date joiners and leavers information.
- Monitor current and future school roll numbers, keeping the Headmaster informed on a regular basis regarding the status of application numbers.
- Report any changes to School roll including new pupils, leavers to Finance Office and relevant staff.
- All admissions records and statistics to be kept accurate and up to date.
- Provide data regarding admissions, exploiting the database to its full potential.
- Advise Director of Admissions & Marketing on market and admission trends.
- Ensure Academic Deputy has academic information necessary to advise prospective parents regarding option choices and to place new students into appropriate sets.
- Advise Finance Office re payment of registration fees and deposits and record any monies paid through Admissions Office.
- Maintain up to date scholarship and bursary awards information.
- Maintain a regular analysis of admissions statistics and trends for the Director of Admissions & Marketing, The Headmaster and Governors.
- Manage all data on and co-ordinate visits to feeder schools.

### **Additional duties**

- Undertake such duties as the Director of Admissions and Marketing may from time to time reasonably request within the level of the post.
- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems.
- Safeguarding responsibilities.



# Person Specification

	Essential/ Desirable	How Assessed
<b>Experience:</b>		
Experience of working in a school admissions environment.	D	A/I
Previous experience of working in a complex, busy, service-driven environment.	E	A/I
Strong sales person with a proven track of target driven sales performance.	D	A/I
Experience of managing a database e.g. iSAMS.	E	A/T
Experience of working closely with a small professional team and of at times managing particular assignments or members of that team.	E	A
<b>Qualifications:</b>		
Strong A Levels or equivalent.	E	A
A university degree to at least undergraduate level	D	A
<b>Skills &amp; Abilities:</b>		
Excellent written and oral communication skills.	E	A/I
Strong interpersonal skills.	E	I
Excellent organisational and administrative skills with demonstrable experience of Word and Excel and database management.	E	A/T
Excellent drafting and proof-reading skills.	E	T
Excellent numeracy skills to deal with statistical data.	E	T
Excellent attention to detail.	E	T
Awareness of current data protection legislation.	E	A/I
Able to work independently and as part of a team and be flexible.	E	I
An ability to take instruction and direction and to be held accountable	E	I
Excellent time-management and an ability to prioritise effectively.	E	A/I
Ability to work calmly under pressure.	E	I
<b>Personal Attributes:</b>		
Natural presence and confidence.	E	I
A very strong work ethic, a willingness to work under pressure and to tight deadlines.	E	I
A good sense of humour and a positive outlook.	E	I
Discretion and confidentiality	E	A/I

A = Application Form

T = Test

I = Interview



# Support Staff Salary and Benefits

The School has its own generous salary scale. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

## Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
- 40 days holidays, inclusive of statutory and school closure days
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary);
- Fee Remission of up to 66% for each eligible child at the Boys' and Girls' Schools who is offered a place; pro rata for part time staff
- Childcare Vouchers; where eligible
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;
- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach;
- Employee Assistance Programme