



Job Description: Registrar

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. This in addition to the roles and responsibilities described in the generic job description.

Line Manager: The Headmistress

Hours: Full-time 07:45 to 16:30

AIMS OF POST	<ul style="list-style-type: none">◆ To support and foster the aims and principles of the school◆ To sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards of administration and organisation◆ To manage the Admissions process so that it reflects the strengths and ethos of the School
Specific Responsibilities	
OVERVIEW	<ul style="list-style-type: none">◆ To conduct oneself in an appropriate professional manner at all times◆ To manage the Admissions process◆ To manage EYFS admission and claim nursery grants◆ To manage daily registers; recording ill/late/absent children and follow up.◆ To maintain uniform liaison between supplier and parents◆ To create and maintain pupil file
CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY	<ul style="list-style-type: none">◆ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact◆ To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School Premises
ADMISSIONS	<ul style="list-style-type: none">◆ To keep the admissions area of database and whole Preparatory School database up to date◆ To Organise show rounds with Head and follow up◆ Communicate regularly with registered parents with updates, newsletters, events etc◆ To answer all Admissions queries made by phone and in person, making them feel important, comfortable and welcome, sending prospectus and other promotional booklets when appropriate to interested parties◆ To update, collate and distribute documents and Open Event details to send to prospective parents◆ To liaise with the Marketing and Events Manager in relation to advertising, leaflets, prospectus and special promotional merchandise for Open Events◆ To process registrations received from prospective parents of prospective candidates◆ To liaise with the Bursars Office regarding monies received in relation to Admissions and any bursarial enquiries◆ To liaise with feeder nursery school heads, PA's, secretaries and Registrars◆ To obtain reports and records from candidates' schools as required◆ To liaise with the Headmistress, SMT and Marketing and Events Manager, regarding the organisation of Open Events, and Assessment Days◆ To inform families of prospective pupils of our forthcoming Open Events◆ Liaise with the person responsible for the timetable to arrange a room for 'one-off' assessments

	<ul style="list-style-type: none"> ◆ In conjunction with the Heads PA to arrange assessments and appointments for all applicants and their parents ◆ To notify candidates of results of the admissions process ◆ To liaise with the Headmistress and Bursar in relation to projected numbers for the forthcoming year for budgeting purposes, taking into account possible leavers and new pupils ◆ To maintain and update information with regard to feeder nursery school visits and their current Headteachers ◆ To allocate all new pupils into the school with a 'roll number' for the Admissions Register ◆ To maintain and update the Admissions Register ◆ To maintain and update prospective pupils and their parents records on the SchoolBase Database system ◆ To format documents and letters relating to Admissions ◆ Provide families of confirmed new pupils with up to date information about the school life, clubs and activities etc. ◆ To maintain, review and update computer files, email boxes and documents as necessary
EARLY YEARS' ADMINISTRATOR	<ul style="list-style-type: none"> ◆ To apply on behalf of the parents to the London Borough of Hammersmith & Fulham for the Nursery Grant for the children under five. Claiming the term rate of grant (termly) ◆ To gather information on the child that the LBH&F requires; such as ethnic origin, action plus codes etc. (termly) ◆ To ensure all Early Years staff attends at least four professional development courses in a year. This includes booking and keeping records of such courses ◆ To gather the Early Years profile goal scores for every child receiving the early years education and e-mailing spreadsheet details to LBH&F (June each year) ◆ To carry out Early Years audit and census (January each year) ◆ To keep all school records on the above up to date and accessible for inspection ◆ To inform the Bursar's Department which children will be receiving nursery grant each term what amounts to expect from LBH&F
FIRE MARSHAL	<ul style="list-style-type: none"> ◆ To ensure on evacuation of the building that all Junior staff and pupils are all accounted for and details reported to the Chief Fire Marshal ◆ To keep up to date details in Grab Bag and SchoolBase on laptop ◆ To assist in Disaster Management
UNIFORM	<ul style="list-style-type: none"> ◆ To liaise with uniform supplier (Stevensons) regarding all aspects of school uniform, including estimate requirements for the coming year, changing the uniform and also parent complaints ◆ To supervise the selling of second-hand uniform by the parent reps ◆ To deal with any grievances related to uniform ◆ To organise samples and information about possible new items of uniform ◆ To proof read the uniform booklet ◆ To maintain and update the uniform list and despatch to the current and prospective parents together with the store's uniform booklet
OTHER	<ul style="list-style-type: none"> ◆ To carry out all school mailings and sort out daily post ◆ To support and cover the Preparatory School Head's PA when necessary ◆ To meet and greet children four mornings a week ◆ To manage twice daily pupil registers ◆ To keep a weekly record of late comers and writing to parents where necessary ◆ To contact parents regarding absences ◆ To keep a summary of absences regarding safeguarding and reporting to Headmistress and Safeguarding Lead ◆ To photocopy and print termly reports and post to parents. Filing each individual report

	<ul style="list-style-type: none"> ◆ Cultivate good relationships with School Fees Secretary and Senior Girls' School and Senior Boys' School Registrars
WORKING HOURS:	<p>DURING NORMAL SCHOOL DAYS</p> <ul style="list-style-type: none"> ◆ 7.45am until 4.30pm ◆ There may be a need to work outside these hours from time to time <p>DURING SCHOOL HOLIDAYS</p> <ul style="list-style-type: none"> ◆ Reduced working hours operate during School holidays, usually from 9:00am until 4:00pm to maintain a presence in the Preparatory School Office, subject to workloads being managed within these hours. <p>HOLIDAYS</p> <ul style="list-style-type: none"> ◆ 6 weeks plus bank holidays (to be taken during school holidays)
Person Specification: Registrar Applicants are required to demonstrate that they possess the following attributes:	
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> ◆ A relevant formal qualification that reflects the key duties of the post or previous relevant working experience in a school
KNOWLEDGE	<ul style="list-style-type: none"> ◆ Proven working experience of managing the admissions process in a school
Competencies, Skills and Abilities	
ESSENTIAL	<ul style="list-style-type: none"> ◆ Proven experience working as a Registrar ◆ Tact and diplomacy to deal with people in a professional manner in all circumstances ◆ Ability to use discretion at all times ◆ Ability to prioritise and use own initiative ◆ Excellent verbal and written communication skills ◆ Excellent administrative and organisational skills ◆ Experience of managing a database ◆ Excellent attention to detail ◆ Good ICT skills
DESIRABLE	<ul style="list-style-type: none"> ◆ A further education qualification