



REGISTRAR

Statement of Duties and Responsibilities

Reporting to: The Headmaster

Purpose of the role: To oversee the Admissions process, from Enquiry through to Enrolment; to work in cooperation with the Head's PA and the Head of Pre-Prep in arranging Prospective Parent visits and Taster Days; to oversee the work of the Joint Nursery Managers in their management of Nursery Enquiries and Applications.

Main Responsibilities:

- Receive and process all enquiries, either from website, email or telephone;
- Enter all enquiries on to ISAMS, and alert Nursery to new enquiries for them;
- Execute Prospective Parent procedure – calls, letters, mail-outs, visits, follow-up, registration, taster days;
- Maintain and run Admissions in ISAMS, providing weekly statistics and projected numbers for the Headmaster, Senior Leadership Team and Marketing Department;
- Maintain close liaison with Marketing Department over Admissions, marketing strategy and initiatives;
- Issue information to parents/children before starting at CHS – e.g. New Parent handbooks, Parental Contracts, New Pupil packs, etc., with assistance from the Office staff during term time;
- Assist the Office staff in keeping all information paperwork, forms and policies, that are sent to parents, up to date and in stock;
- With assistance from the Office staff during term time, maintain school peg numbers assignment in ISAMS, providing information to new Parents and the housekeeper;
- Provide information and communicate with the Accounts department regarding deposits;
- Provide pupil statistics for the School uniform shop to enable planning of uniform requirements;
- Prepare termly Registrar's Report for Governors' meeting;
- Prepare annual Admissions Register and termly updates;
- Be available to meet Prospective Parents during morning visits;
- Assist the Marketing Department as necessary with organising Open Mornings and other organised visiting days, such as Reception Morning in July, and New Parents' Evening in September;
- Be prepared to attend these promotional events as often as is reasonably possible;
- Assist the Office staff in completing the Confirmation of Entry procedure for Leavers and Joiners in September;
- Assist the Office staff in completing the Leavers' Rollover procedure in July;
- Assist the Office staff and the DSL with the Request for Safeguarding information (CPR) for new Joiners in September;
- Participate in any arrangements for appraisal of performance;
- Participate in school arrangements for further training and development, including Safeguarding training, either via the Educare website or by attending whole-school INSET training.
- Be knowledgeable of emergency procedures including Fire Drill and Lockdown, and what is required of Staff.
- Strictly observe school policy on confidentiality and discretion, with reference to GDPR.
- Observe school policy on Health and Safety and Safeguarding, including reporting lines and procedures.

I, the Employee, have read and agree to abide by the code of conduct and other policies which constitute the School's 'Handbooks & Policies', with emphasis on Safeguarding and Health & Safety; and I agree to carry out my duties in accordance with this job description.

Signed by the employee: _____

Full name: _____ Date _____

Signed by the Headmaster, Fergus Llewellyn:

Signed: _____ Date _____