

## JOB DESCRIPTION

**POST TITLE:** Assistant Registrar

**RESPONSIBLE TO:** Registrar

**MAIN PURPOSE OF JOB:**

- To provide an efficient admissions service.
- To assist the Registrar in all aspects of admissions to the Junior and Senior school and in running all open events

### MAIN DUTIES AND RESPONSIBILITIES:

#### Open Mornings

- To make appointments for visitors to attend Senior and Junior open events, maintaining data on SIMS.
- Prepare for and assist in running open days for Junior and Senior school, including ensuring an accurate list of attendees, communication with attendees, staff (teaching and non-teaching), tour guides and Head Girl and Leadership Teams prior to events.
- Write and produce all tour routes, including liaising with teaching staff to ensure that appropriate lessons are included.
- Produce name labels for all visitors, registration lists and name badges for all tour guides.
- Update the website area relating to open days including releasing dates for upcoming events in a timely fashion.
- Maintain records of attendance to enable analysis.
- Work with the Registrar and other stakeholders to identify ways of improving these events and implementing agreed changes.

#### Entrance Assessment Processes

- Assist the Registrar with all Senior and Junior School entrance and scholarship examination days and interview days.
- Assist the Registrar with the Junior and Senior School admissions processes including providing feedback on performance to unsuccessful candidates.
- Take responsibility for specific workstreams in the admissions processes across the Junior and Senior School.
- Assist the Registrar with all aspects processes following acceptance of offers to joining the school, including induction days.

#### General

- Provide information about the school to prospective new students and to people enquiring on their behalf, face-to-face, by telephone and in writing.

- Keep up-to-date with all aspects of day-to-day school logistics in order to respond to enquiries from prospective parents, e.g., the curriculum, extra-curricular activities, uniform etc.
- Follow-up parental visits and enquiries, including arranging appointments and providing advice.
- Understand and promulgate the school's policies on bursaries and scholarships.
- Maintain SIMS application and enquiry data and generate relevant reports to support Admissions.
- Support the Registrar's work with Marketing Department to develop and implement ideas to generate enquiries, to plan advertising and promotion activity.
- Work with the Registrar to review and update the website areas relating to Admissions.
- To collate relevant prospectus packs for open events, future school events and in response to ad hoc requests for a prospectus.
- To answer telephone and email queries about entry to the school.
- To process applications on SIMS, generate reports and candidate lists.
- To carry out any other administrative duties which are within the scope of the post to ensure the smooth running of the admissions service and the school.

**This job description may be reviewed from time to time in liaison with the post holder.**

## PERSON SPECIFICATION

| Key Skills, Knowledge, Experience  | Essential | Desirable | Assessment Method<br>Application Form/<br>Interview/Reference |
|--|-----------|-----------|---|
| Excellent written and oral communication skills  | ✓         |           | AF / I  |
| Excellent organisational and administrative skills with a systematic approach to tasks and attention to detail   | ✓         |           | AF / I / R  |
| Good ICT skills and ability to assimilate new systems quickly  | ✓         |           | I / R   |
| Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations          | ✓         |           | AF / I  |
| Excellent team working skills  | ✓         |           | AF / I / R  |
| High standard of numeracy  | ✓         |           | AF / I  |
| Customer and business focused  | ✓         |           | AF / I / R  |
| Previous experience of working in a school environment would be highly advantageous but is not essential         |           | ✓         | AF  |
| Previous experience of working in admissions would be highly advantageous but not essential                      |           | ✓         | AF  |
| A high level of personal integrity, and able sensitive situations with discretion                                | ✓         |           | AF / I / R  |
| Ability to attend occasional evening or weekend events as directed   | ✓         |           | I   |
| An enjoyment of working with and being in the company of children and young people, and an interest in education | ✓         |           | AF / I  |
| Experience in using SIMS or similar  |           | ✓         | AF  |
| Approachable and confident in dealing with a wide variety of people  | ✓         |           | AF / I / R  |

## **MAIN TERMS OF APPOINTMENT**

### **Hours of Appointment**

This is a part-time (approximately 0.75 FTE), maternity cover position for approximately 1 year. The working hours are between 8:30 am - 4:30 pm Monday - Friday. This is a term time role (34 weeks), but additional hours during the school holidays will be necessary (this will be discussed and agreed at the interview).

The contractual hours will be made up as follows:

5 days a week in the autumn term  
5 days a week in the spring term  
4 days a week in the summer term

These timings and hours are approximate. The position requires flexibility to ensure that the duties of the job description are covered, particularly on occasions when changes have to be made to meet operational requirements. Availability to work on Saturday 4<sup>th</sup> and Sunday 5<sup>th</sup> December 2021 is required.

### **Notice Period**

During the 6 month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

### **Salary**

The pro-rata annual salary for this role is £20,445 - £22,850, based on a full time equivalent salary of £27,260 - £30,466 per annum (dependent on experience).

### **Holiday Entitlement**

You will be entitled to paid holiday and bank holidays pro rata to that of a full-time post (20 days leave, plus 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

### **Pension**

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

### **Other Benefits**

- Membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Health cash plan
- Generous occupational sick pay scheme
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site

- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton School for boys.
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

### **Statutory Checks**

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Satisfactory completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)

An application pack is available from the School's website by clicking [here](#). Applications must be made on the School's own form and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk).

**The closing date is noon on Monday, 12<sup>th</sup> April 2021.**

**Interviews to be held - Tuesday, 20<sup>th</sup> April 2021.**

**CVs will not be considered and should not be submitted.**

The Lady Eleanor Holles School  
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Tel: 020 8979 1601  
[personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)

Registered charity no. 1130254

***Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).***