



**Scarborough  
College**  
**SCARBOROUGH COLLEGE**  
**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Registrar (Maternity Cover)</b>	<b>Reports to:</b>	Headmaster
<b>Date Reviewed:</b>	March 2019		

#### **JOB PURPOSE**

The College registrar is one of a team of administrators who will work to provide confidential administrative support to the pupils, staff, parents and visitors at Scarborough College. The Registrar will undertake all duties connected to the admission of pupils.

#### **GENERAL ADMINISTRATIVE RESPONSIBILITIES**

All administrative staff will be expected to undertake the following duties, as required:-

- Provision of comprehensive customer service on the College and Prep School Receptions.
- Undertaking correspondence for teachers in the appropriate 'house style' and maintain the network folder structure and file naming standards.
- Using and maintaining all relevant aspects of iSAMs for the production of mailings.
- Assisting with the preparation of packs and information for mailings to parents.
- Undertaking such training as is necessary for the efficient use of IT and the operation of all systems and processes.
- To support all marketing activities.
- To assist with the maintenance of relevant College policies.

#### **KEY RESPONSIBILITIES**

##### **Management of all Enquiries Concerning Admissions – Pre-School, Prep School and Senior School**

- Answering a wide variety of questions about the College via telephone, email or letter from prospective parents and agents, promptly and efficiently.
- Following up enquiries and prospects requests in a timely manner.
- Liaising with the Headmaster as appropriate with regard to prospective pupils.
- Maintaining accurate and up-to date pupil data on iSAMs, RS Admissions and the admissions register.

##### **Prospective Parent Visits**

- To be responsible for all prospective parent visits, as well as visits by agencies recommending pupils to Scarborough College.
- Scheduling visits and 'taster days'/'taster boarding stays' for prospective parents and pupils.
- To organise the detail of a visit and liaise with relevant staff – including the pre-school and prep school staff.
- To obtain as much information as possible about prospective pupils prior to visits and inform relevant staff.
- Circulate visit information to all staff weekly.
- Organise and brief pupil guides.

## KEY RESPONSIBILITIES - CONTINUED

### Management of the Admissions Process

- Acknowledge receipt of registration forms outlying future admissions process.
- Request reports from existing schools and pass to the Headmaster and other staff if required.
- Send out formal offer letters along with parent/school contract and following up if no response received within 28 days.
- Request deposits to secure places at appropriate times and acknowledge receipt.
- Liaise with the Accounts Officer as necessary in respect of new and existing pupils' fees, deposits, payments and discounts.
- Management and recording of outcomes following the assessment processes in conjunction with financially assisted places applications.
- Obtain feedback from the relevant Head of Departments (HoDs), discuss results with Headmaster and communicate to parents.
- Arranging and managing, in conjunction with the marketing department all Open Days and scholarship assessment processes.
- Collation and distribution of welcome packs via post and email.
- Maintaining all pupil files.
- Issuing appropriate pupil information to the Medical Centre, Heads of Tier and Learning Support.
- Maintaining an accurate record of predicted pupil numbers for the next academic year.

### Tier 4 Visas

- Processing CAS details for visa applications in accordance with current UKVI registrations, and liaising regularly with the Deputy Head over such regulations.
- Ensuring visa details are updated on iSAMs and monitoring of visa expiry dates to ensure all non-EU pupils hold a current visa.
- Ensuring copy passport and visa information is held on the pupils' files, as appropriate.

### Other Responsibilities

- Foster good working relationships with current overseas agents and develop links with new agents where it is advantageous for the college to do so.
- Liaise regularly with the Headmaster, Marketing department and Accounts officer to monitor pupil numbers' and admissions trends.
- Creation of admissions statistics and data for discussion at a weekly Admissions meeting with the Headmaster and Marketing team.
- Maintaining up to date boarding house records and liaise as required with the Boarding Administrator over boarding allocations, spaces and short term stays.
- Maintaining up to date records of pupils who are leaving, ensuring the necessary pupil data is forwarded on to the relevant parties whenever a pupil leaves the College to attend an alternative school.
- Assistance with the completion of annual censuses as required by such bodies as ISC, DfE and the Society of Heads with input from the appropriate College personnel.
- When needed, to occasionally offer general additional administration support to the Admin Team including reception cover.
- Other duties as may be reasonably required by the Headmaster from time to time.
- Assist with planning and running of Induction Days i.e. Year 7 and Boarding weekend

PERSON SPECIFICATION		
	Essential	Desirable
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>■ Good general level of education.</li> <li>■ Maths and English GCSE or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>■ AMCIS Certificate in Admissions.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>■ Excellent interpersonal and communication skills including the ability to relate well to people of all levels with sensitivity, tact and diplomacy.</li> <li>■ Able to maintain a high work rate and to prioritise a range of tasks and competing items.</li> <li>■ Confident and adept in the use of information and communication technology (ICT) and databases.</li> <li>■ Sufficient numeracy to deal with statistical data.</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience of providing a comprehensive, professional service, including meeting and greeting visitors.</li> <li>■ Awareness of the requirements of the Independent Schools Inspectorate (ISI).</li> <li>■ Knowledge of the independent school system.</li> <li>■ Knowledge of safeguarding issues.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>■ Evidence of substantial administrative experience in a complex, busy, service driven organisation.</li> <li>■ Experience of managing a database e.g. iSAMs.</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience or working in a school environment.</li> <li>■ Experience of working in school admissions.</li> </ul>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>■ A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete regard for confidentiality.</li> <li>■ Good telephone manner and ability to deal with callers and visitors in a calm and courteous way.</li> <li>■ Able to strive for excellence in all aspects of work.</li> <li>■ Excellent planning, communication and organisational skills.</li> <li>■ Uses of new technology effectively to enhance outcomes.</li> </ul>	

PERSON SPECIFICATION - CONTINUED		
	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>■ First class organisational skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail.</li> <li>■ Open and friendly personality, willing attitude and intelligent approach to tasks.</li> <li>■ The ability to form and maintain appropriate relationships with staff, pupils and parents.</li> <li>■ Strong interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people including senior colleagues, staff, pupils and parents.</li> <li>■ An effective team member with the ability to use own initiative when appropriate.</li> <li>■ Able to work flexibly as workloads require and ownership of task.</li> <li>■ Attention to detail and ability to actively question and clarify information.</li> <li>■ Creates a positive ad professional College image.</li> </ul>	