



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Registrar

Closing Date: Midday,
Wednesday 26th May

Interview Date: Thursday
10th June





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud



tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Role

The school is seeking to appoint a Registrar. This is a vitally important role for the School and involves liaison with parents and staff members at all levels. The post holder will be responsible for the management of the process of admitting pupils to the School; overseeing that process from initial enquiry through application, testing, interviews, offers of a place and induction to the School. The School intends that every prospective parent and pupil should receive a bespoke, personal service that ensures that they feel well treated and have had a good experience, whether or not they are eventually offered a place at MCS. It is the responsibility of the Registrar to ensure that these intentions are fulfilled.

The role involves collaboration with many other staff; most notably the Senior Management Team and specifically with the Master and the Bursar. The responsibilities will vary from time to time as the needs of the School determine. Any responsibility delegated to the Registrar will be within his/her expected capability and as such, may reasonably be required according to the normal practice of an independent School.

This is a full-time post and duties will include but not be restricted to:

- Management of the Registrar's office and staff
- Recruitment of Junior and Senior School entrants (7+ to Sixth Form) including choristers, with attention to foreign applications



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- Analysis of visits, enquiries, registrations etc. as an input to the School's recruitment strategy
- Organisation of admissions events (open events, quiz nights, induction days)
- Attending to individual visits by prospective parents and pupils
- Organisation of entrance exams and scholarship assessments
- Administration of offer and enrolment documentation
- Actively managing the databases and school MIS (iSAMS) to drive pupils recruitment and activity
- Working closely with the Director of Marketing to ensure effective marketing of the school
- Developing a good understanding of competitor schools and the educational opportunities available within the local area
- Fostering excellent relations with feeder schools and local primary schools
- Managing the pre-assessment service for Junior School pupils
- Keeping prospective pupils informed about school news and events
- Maintaining an Admissions Register compliant with ISI regulations and inform Local Authority of pupil movement as required.

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Master. This job description may be subject to review in consultation with the post holder.

The Candidate

The successful candidate is likely to be able to demonstrate:

- Previous experience of work of a similar nature in an independent school
- A commitment to the ethos of a leading independent school, including sharing its aspirations to achieve excellent standards in academic and extra-curricular activities
- Experience managing a team of people
- Excellent organisational and administrative skills, including familiarity with IT packages
- Excellent interpersonal skills and the confidence to communicate effectively with colleagues, both teaching and non-teaching
- Education to at least first level degree or equivalent



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Application Process

Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#). This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent no later than Wednesday 26th May at noon. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding interviews on Thursday 10th June and we will be in contact with shortlisted candidates by telephone.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).





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Remuneration and other benefits

The salary will be commensurate with the experience and qualifications of the successful candidate.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. Head to mcsoxford.org/vacancies to find out more.

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.

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