



### Job description

**Job title:** Registrar

**Responsible to:** Head of Rowans School

**Hours of work:** Tuesday, Wednesday and Thursday mornings 8am-1pm. One afternoon per week 1-4pm to be agreed to suit events. Term time plus 3 weeks. Occasional evening and weekend work is required.

**Main purpose of the job:** To implement the School's admission process in order to maintain maximum pupils on roll.

**Main duties and key responsibilities:**

This job description reflects the core activities of the role and is subject to change as the role and post holder develops. The School expects that the post holder will recognise this and adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the Head.

Relationship management	<p>To answer telephone calls and emails regarding admissions and to provide a welcoming and efficient point of contact between prospective parents and the school concerning all aspects of the admissions process for applicants and enquirers.</p> <p>To follow up leads generated for enquires to the school through individuals or agencies.</p> <p>To be a point of contact for all enquirers and applicants by telephone, email, letter or in person.</p>
Communication and correspondence	<p>To send relevant marketing and admissions materials to all enquirers.</p> <p>To prepare all admissions related correspondence (including after visit letters and parent information pack) personalising the letters wherever possible.</p> <p>To conduct follow up calls to parents and agencies, where appropriate gaining feedback on parent choices.</p>

	<p>To maintain up to date supplies of standard documentation relating to the admissions process.</p> <p>To manage safeguarding forms and correspondence for pupils joining or moving on from The Rowans, in liaison with the DSL.</p> <p>To inform the borough of any out of phase leavers from or joiners to the School.</p> <p>To monitor, review and update the communication plan, suggesting refinements as needed.</p>
Visits/ Tours	<p>To arrange weekly (or twice weekly) tours for prospective parents to visit The Rowans School.</p> <p>To arrange and the Future Schools Fair and communicate with schools and parents to ensure the smooth running of the event.</p> <p>To ensure that arrangements are put in place so that regular tours can take place efficiently, for example liaising with the facilities team in advance of events.</p>
Entrance Assessments	<p>To assist the SLT and liaise with parents to arrange entrance assessments (or observed play sessions for Reception) on the School's formal assessment day as well as at ad hoc times.</p> <p>To provide materials needed for all assessments, for example labels for the children and parents, assessment forms for teachers.</p> <p>To distribute and collate nursery report forms for observed play sessions.</p> <p>To update the entrance assessment section of the data base and paper files.</p> <p>To liaise with teaching staff regarding paperwork for and outcomes of assessments and updating lists accordingly.</p>
Data Management	<p>To maintain the admissions database for enquirers and applicants to the School with a particular dedication to maintaining accurate and complete records.</p> <p>To maintain accurate and up to date paper and electronic files for prospective pupils including an accurate record of the status of each application.</p>

	<p>To process application forms and associated fee and well as offer letters and subsequent communications.</p> <p>To maintain entry and waiting lists.</p> <p>To prepare admissions data accurately recording a summary of the progress of all applications to the School.</p> <p>To prepare admissions data for all reports, including governor reports.</p> <p>To ensure that all attendees to admissions and marketing events are accurately recorded on the database and to analyse this data to inform future recruitment strategies.</p> <p>To prepare and undertake the annual roll over of pupils, preparing files for new pupils and archiving leavers and records.</p>
Admissions events	<p>To prepare and send out all communications regarding admissions events, for both internal arrangements and communications with applicants.</p> <p>To attend admission events such as the Welcome Evening, Discovery afternoons, whole school fairs and concerts, Future School Fair.</p> <p>To prepare materials for such events as directed by SLT and using own initiative.</p>
Feeder Schools and Nurseries	<p>To contact feeder schools/ nurseries to promote admission events and school events.</p> <p>To arrange visits to feeder nurseries and future schools as directed by SLT.</p> <p>To maintain annual record of feeder school entrant numbers</p>
Marketing materials	<p>To regularly review all standard emails/ letters to ensure the School is being portrayed in the best possible light, with the support of Marketing Department in the Trust.</p> <p>To support the Marketing Manager with the production of appropriate admissions-based marketing materials.</p> <p>To take a share in proof reading materials.</p>

Other tasks	<p>To assist the school administrator by responding to emails and phone calls, taking in deliveries etc if he/she is otherwise occupied.</p> <p>To assist with School projects and tasks as necessary.</p> <p>To undertake general office filing, photocopying and shredding as necessary.</p> <p>To attend Trust meetings relating to Admissions.</p> <p>To update School events to the website weekly or as required.</p> <p>To undertake a gate/ playground duty as per all School staff.</p>
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### **General responsibilities:**

- Maintain a clear and orderly working environment
- To ensure that personal appearance and standards of dress and appropriate, in line with the Staff Code of Conduct, upholding the professional reputation of the school.
- To set a good example in terms of punctuality and attendance.
- To participate in training, other learning activities and performance development as required.
- To attend and participate in School, Trust or Team meetings as required.
- To undertake and document performance reviews with your line manager in accordance with the Schools Supervision and Appraisal Policy.
- To be aware of and comply with policies and procedures relating to behaviour management, safeguarding and child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Maintain high levels of confidentiality according to the School and legal requirements.
- Contribute to the overall ethos of the School.
- Appreciate and support the roles of other professionals.
- To cooperate with all staff in maintaining harmonious inter-personal relationships, internally and externally.
- To have an awareness of the day-to-day issues within the School and ensure communications are effecting between all relevant departments of the School and Trust.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- To ensure that personal conduct within and outside School does not conflict with organisational expectations.

## Person Specification

The successful applicant must work well within a team and be able to liaise confidently with both staff and parents.

Requirement	Essential or Desirable?
<b>Qualification/ Education/ Training:</b>	
A good level of general education (including GCSE Maths and English) and a high standard of written and spoken English	Essential
A graduate	Desirable
A commitment to continuing professional development	Essential
Pediatric First Aid training	Desirable
Safeguarding training	Desirable
<b>Experience:</b>	
Customer focused environment	Essential
General office administration	Essential
School experience	Essential
Experience of the independent sector	Desirable
<b>Knowledge:</b>	
High level of IT proficiency including substantial use of databases, Word, Excel, Publisher, the internet and email	Essential
Marketing	Desirable
<b>Skills and Personal Attributes:</b>	
A pleasant, outgoing personality and excellent interpersonal skills	Essential
A very high standard of personal presentation An excellent telephone manner	Essential

The ability to deal confidently with enquiries from prospective parents, school Heads and other staff.	Essential
The ability to work in a team environment and under pressure	Essential
Excellent organisational skills	Essential
Initiative, common sense and patience	Essential
Discretion and confidentiality	Essential
Enthusiasm, willingness and flexibility	Essential
A sense of humour	Essential