

JOB DESCRIPTION: ADMISSIONS REGISTRAR (Part-time)

Our Lady's Abingdon Senior School is seeking to appoint an Admissions Registrar from January 2018 to provide a comprehensive and proactive admissions service for the school, working to a high standard of presentation and liaising closely with the school's Marketing and Communications Manager. Excellent IT skills are essential.

RESPONSIBILITIES

The role of the Admissions Registrar is to:

Admissions

- be the first point of contact for all prospective parents.
- manage general enquiries from prospective parents, arrange tours of the school with pupils and appointments for prospective parents with the Principal.
- maintain and update the admissions and leavers database and records of feeder schools, libraries, parish priests, etc.
- organise mailshots to prospective parents, libraries, feeder schools, etc.
- arrange all supplementary examinations and invigilate.
- prepare all school information to be handed out at Open Mornings and attend these events.
- prepare information material for exhibitions attended by the Principal, members of the Leadership Team and the Marketing Manager, and to accompany them if required.
- manage preparation for the annual entrance examination, including:
 - (a) accurate collation and recording of examination marks
 - (b) sending out offer/rejection letters in limited time scale, with accompanying documents
 - (c) advising feeder schools of results
 - (d) keeping accurate record of offers/refusals.
- arrange taster days for individual pupils, setting up timetables, minders, etc. and liaising with staff.
- work with the Marketing Manager, to organise and ensure the smooth running of the Michaelmas Term Year 6 Experience Week and be available on these days to supervise pupils.
- arrange the Year 5 Experience Morning in the Trinity Term and be present at this event.
- organise Scholarship information handouts, interviews and auditions.
- process Tier 4 visa arrangements for students applying from outside the EEA.
- liaise with Gateway Education regarding entry of Chinese students into the Sixth Form, producing all paperwork and letters for visa applications.
- liaise with the admissions office in the Junior School, producing information for and attending Year 4 & 5 and Year 6 information evenings.

Transition

- prepare and run the July Welcome Afternoon for new pupils and parents, including:
 - (a) ordering of items for equipment bags and making up the bags for new pupils
 - (b) production of information booklets for parents and pupils
 - (c) liaising with staff and the OLA Parents' Association.
- prepare the summer mailing to new parents, including reading lists and induction day details.
- update pupil files annually, archiving leavers and places not taken up.
- send out all new parent information packs, collate the returned forms and direct to relevant members of staff.

School Office

- in the absence of the receptionist, answer phone calls and greet visitors.
- administer First Aid in the absence of the school nurse (training will be organised if required).
- assist in administering the office during school holidays.

SALARY

Between £17,000 to £19,000 per annum, depending on experience and qualifications (pro rata amount based on an FTE salary at a point on the OLA General Scale).

HOURS

- Term time: 27 hours per week over four days, plus a half hour's unpaid lunch break daily. A free lunch is provided. Daily start and finish times and days of the week are negotiable.
- During School Holidays: four weeks, comprising one week in the Christmas break and three in the summer.

INTERVIEW ARRANGEMENTS

Applicants are asked to submit a completed application form via the school website (www.olab.org.uk). Deadline for submissions: **Sunday 15 October 2017**. Interviews will take place on 30 / 31 October.

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.