



School Admissions Registrar Information for Candidates





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**“It is an environment in which children thrive
in a whirlwind of opportunity and excellence”
– A Blackheath Parent**

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Introduction

Blackheath Prep School is an independent prep school for just over 350 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village and its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

It is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art.

The vision of Blackheath Preparatory School is to be a real **beacon of excellence**. This means providing an exceptional quality of education for every child. The ethos of the school is purposeful and supportive and the moral character of the children is developed well. The school's aim is to provide an environment in which pupils can flourish, confident in the adults caring for them, through trust, respect, responsibility and consideration. Our overarching priority is the children's happiness and wellbeing.

Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

The school was inspected in June 2019 and both the quality of pupils' academic and other achievements and the quality of pupils' personal development were judged to be excellent. Our [website](#) will give you a flavour of the school, its beautiful grounds and its superb facilities.





The Role

Blackheath Prep School is seeking to appoint an Admissions Registrar with initiative and drive to create a new admissions function. The school is in the process of implementing a new admissions strategy and this role will help oversee a detailed change management programme, strategic development and execution of the entire admissions process. Acting in an ambassadorial role whilst supporting prospective parents and families from first contact, through visits, assessments to the first day at school.

The role requires a commitment to delivering excellent customer service and an ability to read and understand the customer base whilst working closely with the marketing manager to provide and understand market trends.

The Admissions Registrar is likely to be the first point of contact for enquirers and plays an essential part in promoting the school and the care and education that it offers. The Admissions Registrar needs to demonstrate a real understanding of the ethos of the school, a passion for learning and a genuine care for children and will be able to communicate this with enthusiasm and tangible examples, to ensure that all prospective parents gain an excellent first impression of Blackheath Prep School.



Person Specification

The successful candidate will possess first class organisational, administrative, IT and interpersonal skills

Other valuable qualities include enthusiasm, understanding, a capacity to work hard and the ability to stay calm and good humoured under pressure. The appointee will need to demonstrate a commitment to technology and its use across the admissions process.

A superb communicator, with a warm, welcoming and professional approach, the you will be able to empathise with prospective parents and their children and will be highly adept at guiding them through the admissions process, putting them at their ease, listening to their queries and making them feel fully supported throughout. This highly personalised approach, requires meticulous attention to detail in recording data in the systems used to track applications and supply information for statistical analysis, status updates and management reporting. You will need to evidence the skills and interest in the significant administrative responsibilities whilst being happy speaking to parents and children as recording data and maintaining accurate records.

With a good memory for faces and names you will be warm, welcoming, approachable, level headed, highly organised and above all a “people person” the role is the key public face of the School, demonstrating to prospective parents the same care and empathy the school staff show towards the children and their families

A pleasure in the life of a thriving, busy school, and the ability to act as an approachable, sympathetic and principled role model will be likely to characterise the successful candidate.





Key Duties

AIMS OF THE POST

- To lead and take overall responsibility for pupil recruitment and the admissions process
- To build strong and lasting relationships with prospective parents and pupils, delivering on objectives to ensure the School operates at full capacity

KEY TASKS

1. To build strong and lasting relationships with prospective parents and pupils, delivering on objectives to ensure the School operates at full capacity.
2. To ensure that all enquirers and applicants receive a positive impression of the school.
3. To excel in customer service and be a firm believer in the ethos of the School.
4. To play a key part in the planning, preparation and execution of key admissions-related public events, such as Open Mornings, exhibition events and Taster Days.
5. To meet regularly with the Head to provide information on admissions.
6. To provide regular updates to the Senior Management Team on applications.
7. To work closely with the Marketing Manager and as a team develop and foster effective working relationships with academic and support colleagues.
8. To have a whole school approach and ensure that they understand the importance of school events in relation to termly activities.
9. To attend whole school events to gain a thorough understanding of the academic and pastoral experiences that pupils can expect when coming to Blackheath Prep.
10. To have a high level of accountability with the key measures of success, being measured against the number of new enquiries generated, the number of parent visits and registrations and the flow of pupils between the individual year groups.

SPECIFIC AREAS OF RESPONSIBILITY

The School Admissions Manager will be responsible for the admissions process from the initial enquiry until the pupil joins the school. This process will include responsibility for ensuring the entire database is fully utilised to allow relevant records to be accurate and up-to-date. The statistics generated will help the School to assess the extent to which the strategies employed are useful. The aim is to secure pupil enrolment through:

1. ENQUIRIES

- To provide an approachable and welcoming response to enquiries concerning pupil admissions.
- To oversee the admissions process from enquiries through to prospectus, visits, assessments, offers and enrolment including all general questions, administration and school communications: building up a good relationship with families.
- Build and maintain for as long as necessary an inclusive relationship between the School and prospective families, identifying any point of interest, ensuring that swift communication is employed.
- Provide information about the school and its mission to everybody who enquires, either by phone, email or face-to-face.
- Gather comprehensive information about each contact with a family in order that the admissions database can be kept up-to-date throughout the entire process.
- Log all enquiries on the School's Management Information System
- Maintain effective tracking of new enquiries/applicants through each stage of the admission process: enquiry, pre-application, application, decision (fee payment).

2. VISITS

- To manage School tours, book appointments for parents, and make members of staff aware of the visit.
- Greet families when they visit.



- Ensure relevant information about visiting families is made available to the Head prior to their visit.
- Follow up all visits by appropriate methods of communication.
- Manage tour guides.

3. APPLICATIONS

- Provide leadership and vision to ensure that the School's admissions practices and procedures are up to date, compliant with all relevant regulations and effectively implemented and that they are seen as dynamic systems that are continually kept under active review.
- To manage any Assessment Days in the School throughout the year.
- Assist the Head with the process of making offers, maintain records of responses, regularly update the Head and Bursar on responses received and initiate appropriate follow up to responses.
- Oversee all payment, billing, academic and pastoral needs before enrolment liaising with other schools as appropriate
- Organise events such as new Pupil Afternoon and new Parents' Evenings. Ensure that parents of new pupils receive relevant documentation; assist with form allocation and prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction.
- Maintain proactive and timely communication with families throughout the admissions process, notifying all scholarship candidates of specific arrangements.
- Liaise with the accounts department regarding applications and advise with regard to payment of Registration fees, deposits and monies paid.
- Follow through every application to the point of final acceptance or withdrawal of interest by reviewing application forms, ensuring that all relevant documentation of received, arranging and supervising testing where appropriate.
- Contact all applicants on a regular basis with regard to the status of their application, after discussion with the Head.

4. MEASUREMENT, ANALYSIS AND FORECASTING

- Manage the weekly forecasting of admissions figures ensuring that the pupil forecast is based upon the up-to-date admissions pipeline.
- Track, manage and analyse all elements of the admissions process including enquiries, visits, registrations, offers, deposits, starters and leavers on the School's MIS and produce reports to present to the Head, Bursar and Board of Governors.
- Identify where the admissions pipeline lacks an appropriate number of enquiries to achieve the budget number and ensure that the Head and Bursar are aware of the shortfall and can implement necessary actions
- To ensure that year lists are accurate and up-to-date at the beginning of each academic year and throughout the year as change occurs.
- To ensure that the Accounts department are made aware of all changes to the School Roll as joiners and leavers are confirmed.
- To produce a monthly electronic copy of the Admissions Register.
- To develop an understanding of the offering of competitor schools.

5. ADMINISTRATIVE SUPPORT

- To assist when required to man the front office desk and support the Senior Management Team with administrative and secretarial requirements from time to time.
- To monitor stocks of all branded materials for the School for prospective parents. To ensure that all prospectus requests are dealt with.

The above list serves to illustrate scope and responsibilities of the post as is not intended to be an exhaustive list of duties.



PROFESSIONAL DUTIES OF MEMBERS OF STAFF AT BLACKHEATH PREP SCHOOL

Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Other Responsibilities

- Uphold and follow the Staff Code of Conduct.
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Maintain positive working relationships with pupils, colleagues, parents and other members of the school community.
- Attend staff meetings, assemblies, parent information evenings and house meetings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.
- Undertake such other tasks as may reasonably be assigned by the Bursar or Head from time to time.

It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



Terms of Appointment

- The post is available immediately and will be term time only plus three additional weeks
- A competitive salary reflecting the level of experience to date
- Eligible to join the school's automatic enrolment pension scheme
- A free staff lunch is provided during term time.

How to Apply

Please send by email a completed application form and equal opportunities form, together with a covering letter to Asia Gibbs, HR and Compliance Manager: recruitment@blackheathprepschool.com

Closing date for applications is **9am on Friday 9th April**

Interviews will be held on **Wednesday 21st April**

****Please note that the recruitment campaign might end earlier as the applications will be reviewed on a rolling basis so please do not delay in applying****

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

4 St Germans Place, Blackheath, London SE3 0NJ

Tel: 020 8858 0692

www.blackheathprepschool.com

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