



## **SCHOOL REGISTRAR**

### **JOB DESCRIPTION**

**Responsible to:** The Partners  
Heads

**Objective:**

**Success** Making school operate at capacity – through your initiative and drive.  
Enhancing reputation of the school – through your professionalism, helpfulness and kindness.

**Responsibilities:**

Ensuring classes are filled to capacity, working closely with the Heads, Teachers, other office staff and parents or their representatives to do this.

**Managing the Waiting Lists:**

- Accurately register all prospective parents/children on database, ensuring they receive a Prospectus and Application Form in a timely manner.
- Ensuring the database and paper records are accurate – conversations and correspondence properly recorded and filed and that you communicate with parents promptly and efficiently. Ensure pupil/prospective pupil/past pupil files are created and maintained and archived according to regulations.
- Throughout the year, setting assessment periods with the Heads and ensure the correct children are invited to attend these assessments.
- Managing all aspects of these assessments from the invitation, diary, diarising, paperwork, recording the outcome alongside creating/filing and recording all correspondence and telephone conversations.
- Producing/updating all parent correspondence and information documents.
- Maintain accurate waiting lists.
- Maintain accurate class lists.
- Looking ahead and seeing where openings may occur and finding suitable applicants to assess for any vacancies. Arranging assessments with parents/Heads and Teachers and circulating the appropriate interview documents/school reports.
- Following up with parents with the outcome of any assessment and ensuring the correct paperwork has been sent and returned/copied/circulated and that the outcomes have been appropriately logged.
- Arranging all aspects of Open Mornings/Welcome Teas/Siblings' Mornings and other school events with Heads/parents and other relevant staff and assisting with these.
- Carrying out individual tours of Garden House as required.
- Provide all families of children in the admissions process with proactive support and effective communications. Responding to all correspondence and telephone enquiries in a helpful and timely manner.

**Promoting:**

- To build/maintain relationships with current parents, prospective parents, other schools/nurseries and relocation/educational agents.
- Positively marketing and representing the school to parents and prospective parents and education consultants.
- Revise all Marketing material and oversee the ordering/production of printed material representing the school.

**General:**

- To report to Heads and Partners pupil numbers/waiting list numbers etc.
- Perform annual census for i.e. Department for Education/Independent Schools Council. Inform DforE of any new starters/leavers on a weekly basis as necessary.
- Oversee the website, update its contents ensuring it reflects the school accurately and positively.
- To work alongside current incumbent on the management of the Alumnae Database and Events i.e. Facebook and Instagram pages.

**Helping in the Office:**

- To answer the office telephones alongside other office staff and greet visitors as necessary.
- Contribute in any way necessary to help with the running of the school.

**Professional Characteristics:**

- Able to talk with confidence and positively represent the school to current and prospective parents
- Efficient and organised
- Charming, passionate, eloquent
- Completely discreet, understanding the confidentiality of the role
- Welcoming to visitors
- Elegant and presentable - consistent with the values of the school
- Positive attitude - must exude positivity to parents and office
- Proactive and forward thinking
- Excellent recall of names/faces and situations
- Team player - willing to operate in small office
- Good at planning and anticipating issues
- Incorruptible
- Strength of character matched with collegiate work practises with heads
- Confident public speaker

**Experience & Skills:**

- Computer literate
- Au fait with databases
- Good clear English - written and spoken
- Empathetic and strong listening skills
- Excellent administrative and organisational skills and the ability to prioritise