



ST MARY'S CALNE

## DEPUTY REGISTRAR

January 2020

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are seeking an organised, self-motivated individual to assist in managing the pupil recruitment and admissions process. This is an important role in the school. The Deputy Registrar will be involved in all aspects of the admissions process, liaising with prospective parents and assisting with the organisation of events for prospective pupils. The Deputy Registrar will report directly to the Registrar, who is in addition supported by an experienced Assistant Registrar. You will deliver superb customer service and promote the school to current and prospective parents. Excellent organisational, IT and administrative skills are essential.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.  
Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.**



Headmistress: Dr Felicia Kirk  
BA (University of Maryland), MA and PhD (Brown University)



# THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



## BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent, tailored continuing professional development within the department and across the school.

Competitive salaries and a contributory pension scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



# THE ADMISSIONS DEPARTMENT

The Admissions Department is responsible for all aspects of the Admissions process for prospective pupils wishing to join St Mary's Calne. These begin with initial enquiries for prospectuses and are followed by parental visits to the school, Taster Days for the prospective pupil, Entrance Days, entrance examinations, New Girls' Day and a variety of other existing and planned events for girls who are registered for entry. After a girl joins St Mary's Calne, there should be initial liaison with a girl's Tutor to ensure a smooth transition and that key priorities are delivered.



The Admissions Department is made up of a team of professionals who handle enquiries and enrolments, provide advice to prospective pupils, parents, feeder schools and agents, organise school events which involve prospective pupils and ensure that all arrangements are in place to make the transition from a previous school to St Mary's Calne efficient and effective.

## THE POST

The Deputy Registrar plays an important role in supporting the Registrar with all aspects of the admissions process from the initial enquiry until the pupil joins the school. This process will include ensuring the school's database is fully utilised and that the relevant records are accurate and up-to-date.



Under the guidance of the Registrar, the main duties and responsibilities include:

- arranging visits to the school by prospective parents and pupils, and working with the Headmistress and Admissions Team to ensure that their experience is as positive and as personal as possible;
- assisting in the organisation and running of Admissions events in school (Taster Days, Entrance Days, Open Mornings, Entrance Examinations, Scholarships etc.) and helping to develop new Admissions events;
- assisting with the preparation of KPIs and Governors' Reports;
- preparing VISA applications for Tier 4 pupils;
- attending Prep School evenings, recruitment fairs and similar publicity events (on rotation with other members of the Admissions Team);
- ensuring that all enquiries from prospective parents are efficiently recorded;
- ensuring that all appropriate information is sent out at the relevant stages of the Admissions process;
- communicating efficiently with all areas of the school including teaching and support staff as appropriate;
- maintaining contact with prospective parents and following up visits with a personal approach to ensure registration and retention;
- promoting the school at all times and being aware of current practice throughout the school;
- co-ordinating visits to the school by Prep School Heads;
- working with Housemistresses to welcome new pupils.



# PERSON SPECIFICATION

The person appointed must have:

- a confident, warm and welcoming manner in person and on the telephone;
- an excellent command of written English and the ability to communicate effectively;
- excellent organisational and administrative skills;
- high computer literacy, particularly word processing, the use of a database and sufficient numeracy to deal with statistical data;
- the ability to work well as a part of a team and to assist others where required;
- a pro-active approach to planning and prioritising work with the ability to use initiative appropriately;
- flexibility, energy and resilience;
- a smart personal and professional appearance.

Experience of working in a school environment and/or customer-facing systems is advantageous.



## ADDITIONAL INFORMATION

The Deputy Registrar works 40 hours per week, over 5 days (08.30-17.00 or similar, with 30 minutes unpaid lunch break). Lunch is provided during term time.

This is predominately a term time position (35 weeks per year) plus 10 extra working days during the holidays agreed in advance with the Registrar. The pro-rata salary is calculated to include 5 additional weeks holiday pay entitlement.

The salary for the successful candidate will be offered in line with expertise and experience.

Holidays should not be taken during term time.

**Closing date: 17.00, Wednesday 6th November 2019**

**Interview date: Tuesday 12th November 2019**

# FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

An application form may be downloaded from the website or can be sent on request. Please contact:

Mrs Clare Oatley, St Mary's School, Calne, SN11 0DF

T: 01249 857300

E: [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

A **fully completed application form**, together with a **covering letter**, should be sent by email above.

**Email is very much our preferred method of receiving applications** and receipt of an application will be acknowledged as soon as possible.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.



St Mary's School Calne (incorporating St Margaret's Preparatory School & the St Mary's School Sport Centre)

Tel: 01249 857200 Email: [office@stmaryscalne.org](mailto:office@stmaryscalne.org)

St Mary's School (Calne) - A company limited by guarantee, registered in England 235572 Charity No A309482  
Registered office, Curzon Street, Calne

EXTRACT FROM

# ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2018*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

## **What is safeguarding?**

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

## **Staff:**

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

## **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.