

BISHOP CHALLONER SCHOOL



Appointment of

Admissions Registrar

for July/August 2019

Bishop Challoner School,
228 Bromley Road,
Shortlands,
Kent. BR2 0BS
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Candidate Brief and Job Description for the

Post of Admissions Registrar

Bishop Challoner School

About the School

Bishop Challoner School, founded in 1950, is in the London Borough of Bromley. It is a Catholic independent day school for girls and boys from 3 to 18 years and welcomes all faiths. With excellent public transport links, we attract pupils from a wide area. The total roll is approximately 371 pupils.

The school is an independent Catholic Charity governed by the Trustees and registered with the Charity Commission. The school enjoys close links with the Catholic Archdiocese of Southwark.

We are a caring community where every person is valued and where the entire staff team work together to provide the very best that we can for the pupils. Our pupils are well motivated and eager to learn, and our parents very supportive. We also encourage extra-curricular activities and they are an important part of school life with many children taking part in additional musical or sporting clubs.

The school has received very good inspection reports from the Independent Schools Inspectorate in 2000, 2006, 2010 and again in 2016.

Here are some extracts from the report;

“Pupils take an active approach to their learning outside of the classroom. Their attitudes to homework are positive, and the tasks that they are set engage and develop their learning”.

“Children in EYFS display excellent attitude to learning. They are independent learners who are keen to explore their environment. They display resilience and a willingness to work collaboratively. Junior school pupils have outstanding attitudes to learning”.

“Pupils demonstrate high levels of self-discipline; they move around the school site in a disciplined and mature manner. In lessons they engage quickly with learning activities and sustain excellent levels of concentration due to the high expectations from staff”.

“Pupils throughout the school have a highly developed spiritual understanding. In interview they expressed their appreciation of the spiritual aspects of life such as the

power of prayer for others; their appreciation of the Catholicity of the school permeates every aspect of its life”.

“The culturally diverse pupil body respects each member of the community, and pupils treat each other with great kindness around the school”.

“Pupils’ personal commitment to the school and the local community is very strong, they are beacons for the school in the community”.

For more information on the school visit www.bishopchallonerschool.com but please be aware that it is presently being developed.

Job Description

Job Title: Admissions Registrar

Reporting to: Bursar

Job Purpose

The Admissions Registrar is responsible for all pupil recruitment from the initial enquiry through to the start date and is a driving force in ensuring that Bishop Challoner maximises pupil numbers from Nursery to Sixth Form.

The aim is to promote the school providing outstanding customer service to prospective families and ensuring the school operates to full capacity with the support of the Marketing Manager.

This role also provides support to the School Office by answering telephone calls and assisting with day-to-day office duties and assisting on the reception desk.

Develop strategies and organise key admissions-related events (with the Marketing Manager) to raise the profile of the school, to encourage new registrations and keep the interest of prospective parents.

Main Duties and Responsibilities

- Be the primary point of contact for admissions enquiries, advising parents of the Admissions Policy and the likelihood of places, providing essential customer care
- To welcome visitors, gather and share data and conduct tours, as required
- To record and manage all enquiries, expressions of interest and waiting lists
- Manage the complete admissions process for the school from initial contact to pupil entry including all written communications and distribution of relevant information to prospective parents until point of entry

- To support Admissions and Marketing events, such as the Open Mornings and Evenings, Taster Days, Parents' Information Evenings, Inductions, Recruitment Fairs and Exhibitions and other events and organise invitations to relevant events
- To support the Marketing Manager with the preparation of annual publicity materials; prospectus inserts, photographs, result statistics and university progression data
- Oversee the organisation of assessments, including entrance and scholarship examinations and refreshments.
- To inform parents of offers and decline places by telephone and follow up with a letter
- Coordinate interview days in consultation with the Head's PA and scholarship assessment/auditions in consultation with the relevant departments
- To be competent (after training) in the use of the school's information system (Brom Com) and (RS Admissions), and inputting admissions data.
- Collate entry assessment data in Excel and collate information on prospective pupils
- Maintain UKVI licenses and collate necessary information on overseas pupils and ensure the school is UKVI compliant and working in line with immigration regulations
- Provide advice on the Bursary procedures in consultation with the Bursary
- Provide application forms, collate and oversee payment of registration fees and deposits
- Attend the Admissions and Marketing committee meetings and provide a termly report on admissions to the Trustees
- To attend evening social functions providing a welcoming experience to guests
- Establish an extensive network of feeder schools, contacts with parents and local schools
- Provide literature on scholarships and key entry points to the school
- Arrange for pupils to be assessed and ensure all assessment papers are updated and administered
- Assisting with occasional invigilation of entrance examinations
- Request files from previous school, references and reports
- Make up new pupil files together with relevant key information front sheet to ensure all admissions documentation is signed and on file before a child starts at school.
- Maintain full awareness of where places are available at different points of entry
- To support the induction of new pupils joining the school at the beginning of an academic year and mid-term and to provide the Head of Section with a starter pack
- Responsible for the Admissions Register and to ensure that it is backed up monthly and kept electronically for three years.

General

- Support the School Reception and Office by answering telephone calls and assisting with day-to-day duties including support on the reception desk under the direction of the Office Manager
- Oversee and organise refreshments for prospective families
- Ensure that any safeguarding matters are dealt with in accordance with Bishop Challoner's safeguarding policies and procedures

- To be familiar with, and work within and in accordance with all school policies and procedures and legal and regulatory requirements, complying with Independent School Inspectorate Regulations
- To promote and uphold the Catholic ethos of the school
- To work towards and support the school vision and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success
- To work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- To undertake any other duty reasonably requested by the Head

Person Specification

Qualifications/Experience/Knowledge	Essential	Desirable
Experience in an Admissions or administration role	✓	
Experience of working in a school or with young people	✓	
Previous experience of working in an independent school or good knowledge and understanding of the education sector	✓	
Strong customer service	✓	
AMCIS Certificate in Admissions Management		✓
Sales or marketing		✓
Skills and Aptitude		
Flexible working is required to suit the nature and demands of the school	✓	
Excellent communication and interpersonal skills, verbal and written	✓	
Ability to deal with difficult/sensitive situations in a calm and sensitive manner in person and over the telephone	✓	
Have high expectations and standards	✓	
Excellent time management skills	✓	
Ability to work under pressure and to prioritise tasks	✓	
Computer literate with sound IT skills	✓	
Strong attention and eye for detail	✓	
Personal Attributes		

Enthusiastic and energetic	✓	
Smart and well presented	✓	
Professional with high standards and expectations	✓	
Ability to work independently as well as in a team	✓	
Ability to deal with confidential and sensitive information	✓	
Calm, efficient and confident	✓	
Other		
A UK driving licence	✓	

Contract Terms

- Six months probationary period
- On terms' notice period
- Full time post working 37.5 hours per week in term time
- This is a year round (not term-time only) appointment
- Monday to Friday term time, 8.15am to 4.15pm (with half hour for lunch)
- In non-term time, hours could be flexible.
- 25 days annual leave entitlement (exclusive of bank holidays)
- Annual leave to be taken during the school holiday period
- There will be a requirement to work on some weekend Open Day events, assessment days and evenings
- The school offers a free flu jab
- Sick pay – 10 working days full pay, followed by SSP
- The salary is dependent on skills, experience and qualifications

P. Anderson January 2019