



RGS
THE GRANGE



RGS
SPRINGFIELD

RGS The Grange and RGS Springfield

Job Description for Registrar / Admissions Officer

- Hours of Work:** 37.5 hours per week term time only (published School calendar); plus 20 days to include open days, exam days and other key events. Core hours; Monday to Friday 8.00am – 4.00pm with 30 minutes unpaid for lunch.
- Benefits:** Contributory defined contribution pension scheme, private medical cover, fee remission, lunch is provided during term time and support from an Employee Assistance Programme currently operated by Health Assured.
- Location:** Based at RGS The Grange with frequent visits to RGS Springfield and the Senior School (RGSW).
- Reporting to:** Heads of both Prep Schools with input from other key stakeholders including Admissions & Marketing Manager, School Business Manager and RGSW Registrar.
- Salary:** £18,401 pro rata to term time only plus 20 days. (£22,275 is the full time equivalent.)

Job Purpose:

As a key member of the Admissions, Registry and Marketing (ARM) team to be responsible for the registration and induction of all pupils to the Prep schools (RGS The Grange and RGS Springfield). To work closely with Heads and Marketing Team to ensure successful student recruitment and retention. To support the marketing effort at both Prep Schools and to contribute towards the efficient running of the School Office.

Registry and Admissions

- Provide a consistent point of contact for parents throughout their whole school journey from 2-11years, ensuring that all relevant information is provided and distributed in a timely manner;
- Maintenance of the school management information system, iSAMS, in respect of prospective and registered pupils, ensuring it is up to date and provides accurate and consistent information to Heads, the Admissions and Marketing Manager and School Business Manager;
- Liaise with appropriate Head and Bursary regarding the offer and acceptance of scholarship awards;
- Assist relevant Heads in the allocation of new pupils to houses and to forms;
- Completion and maintenance of Admissions Register for RGS Prep Schools;
- Responsible for all administration and correspondence relating to registration, the entrance examinations, assessment and scholarship days, ensuring optimum service to potential pupils and parents;

- Advise Worcestershire County Council of all school leavers and joiners at the start of each term as per current legislation, compliance with ISI and the RGS Missing in Education Policy;
- Collaborate with the Senior School Registrar, Deputy Head and Joint Transition teams with events as required, in order to encourage as many existing RGS pupils to continue their journey through the family of schools as possible;
- Prepare, collate and circulate weekly statistics in relation to roll, recruitment and prospective pupil numbers, reporting, analysing and identifying trends in recruitment/roll data;
- Collaborate effectively with Senior School Registrar;
- Collaborate with the Marketing Officer - Schools Outreach for school liaison events.

Events:

- Working in close collaboration with the ARM Group to provide the necessary support required to facilitate effective planning to each School for all relevant events, e.g. Open Days, Taster Days, Outreach, Assessments etc.

Marketing

In collaboration with the Admissions, Registry and Marketing Team, provide marketing support and ensure the implementation of the Marketing Strategy for both Prep Schools.

- Be aware of trends and challenges, both locally and nationally, affecting school marketing/admissions and report findings as required;
- Research and discuss creative ideas for community initiatives for Prep Schools including outreach and Press Release opportunities;
- Ensure online and printed directories are up to date;
- Support the Admissions and Marketing Team with the production of marketing literature and update of the website.

Other Duties

- Administration of references for both pupil starters and leavers;
- Administration of safeguarding information for new starters and pupil leavers;
- As required, work collaboratively with Parent Teacher Association of both RGS The Grange and RGS Springfield;
- Work in accordance with guidelines of General Data Protection Regulations (2018) at all times, reporting any concerns as required with relevant Heads or Admissions & Marketing Manager;
- To comply with any reasonable request from the Heads or School Business Manager to undertake work not specified in this job description.

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. This job description is currently subject to review.

Job Specification

Competencies <i>These are the skills and abilities required to successfully perform the key tasks.</i>	Essential (Yes/No)	Desirable (Yes/No)
Excellent organisational skills with the ability to prioritise, multiple tasks and work to deadlines	X	
Ability to work pro-actively with minimal supervision	X	
Excellent interpersonal skills	X	
Excellent communication skills; both written and verbal	X	
Good writing and proof reading skills	X	
Creativity		X
Fast to react, quick to learn, 'can do approach' and with great attention to detail	X	
Must be confident and ICT proficient with good knowledge of Word & Excel and able to learn to adapt to different management information systems as required	X	
Keen to participate in further training and development	X	
Work in a confidential and professional manner	X	
Knowledge and Experience	Essential (Yes/No)	Desirable (Yes/No)
Strong administrative background with experience of working in a reactive and response manner	X	
Photography and video skills		X
Experience of working within the independent education sector		X
Experience of working within a people based organisation		X
Maintenance of records that are compliant	X	
Experience of using Adobe InDesign, Photoshop and Illustrator desirable (training will be offered where required)		X

PREVIOUS CANDIDATES NEED NOT APPLY

Short-listed candidates will be invited for interview and a skills test will form part of the process. The closing date for this post is 16 January 2019. Early application is encouraged. RGS The Grange reserves the right to close the job early should a suitable candidate be sourced ahead of the closing date.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No. 1120644