



EPSOM

COLLEGE

Admissions Registrar Job Description

Reporting to:	Director of Admissions
Responsible to:	The Director of Marketing and Communications
Type of position:	Full time working throughout the year

The College

The College has grown significantly in the past seven years, with pupil numbers rising 40% as the result of the opening of our Lower School in 2016, and growth throughout the rest of the College. We admit pupils into Years 7, 9, and 12, and each year around 220 new children join our community, with an average of five pupils applying for every space.

Epsom is a happy school. Almost all our pupils remain with us for their A-levels, and staff retention is equally strong. Around 60% of staff live onsite, which lends the College a real sense of community and togetherness.

From 8am until 6pm, our 72-acre campus is alive with learning; academic lessons also take place on Saturday mornings meaning that pupils have time each day to learn and develop outside the classroom. Our co-curricular programme – which features a vast array of clubs, societies and activities each week – is award-winning (picking up the ‘Best of the Best’ accolade from The Week for six consecutive years); our CCF is one of the largest in the UK; and our Duke of Edinburgh programme currently has over 100 pupils completing their Gold or Silver award.

In addition, our timetable features wellbeing lessons, an award-winning Personal Social Development offering, and an hour each week for volunteering in the community. Last year Epsom pupils gave 9,830 hours of their time to help local charities, schools, and community groups.

When pupils aren’t busy with all of the above, they can relax and catch up with friends in their House. We have 13 single-sex Houses for all our pupils from Year 9 upwards (whether they are day pupils or boarders). This combination of single sex accommodation within a co-ed environment gives us the best of both worlds.

The fact our houses are physical buildings, where pupils can step through the door into a space that’s entirely their own, is key to the success of our pastoral programme. This was part of the reason why Epsom was named Independent School of the Year for Student Wellbeing (2022-23).

Sport is central to the College. We have been named the top co-ed school for sport in south east England, and compete in county and national finals in all our major sports across all age groups. Over 22 sports are offered to our pupils, and the aim is to encourage participation for all – we regularly field D and E teams, and see an average of 90% of pupils playing competitive fixtures.

Our focus on delivering an all-round education, that develops the whole child, is regularly celebrated. In the past four years, in both the TES and Independent School of the Year Awards, we have been a finalist in

COLLEGE ROAD, EPSOM, SURREY, KT17 4JQ
01372 821000 INFO@EPSOMCOLLEGE.ORG.UK EPSOMCOLLEGE.ORG.UK

the categories of Boarding School of The Year, Co-Ed School of the Year, SLT of the Year, Creativity in Teaching, Student Wellbeing, Community Initiative, and Sporting Achievement. We were voted the overall winner at the Independent School of the Year awards (2022-23), and the Sunday Times' most improved school in the UK for 2024.

We hope that you are excited by the opportunity to come and join the fantastic teachers and support staff who work here.

The Role

The Admissions Registrar plays a vital role in managing the complete admissions journey for prospective families at Epsom College. Working closely with the Director of Admissions, and supported by an Admissions Assistant, this position requires exceptional interpersonal skills to deliver an outstanding experience from initial enquiry through to enrolment. The postholder will be responsible for proactively building relationships with prospective families and feeder schools while maintaining the highest standards of customer service and professionalism.

Key Responsibilities

Admissions Management

- Serve as the primary point of contact for all admissions enquiries, providing comprehensive information about entry requirements and the admissions process
- Manage and coordinate the complete admissions cycle from initial enquiry to enrolment
- Maintain accurate and detailed records using the school's CRM system (HubSpot) and the management information system (iSAMS)
- Process registrations, entrance assessments, and deposits
- Coordinate the assessment and interview process for prospective UK and international students at all three entry points (11+, 13+ and 16+)
- Prepare offer letters and enrolment documentation
- Manage waiting lists and maintain regular communication with waitlisted families

International Student Administration

- Act as the designated Level One User for UKVI sponsorship, ensuring full compliance with Home Office requirements for international students
- Manage and maintain accurate records of all visa documentation and requirements for international applicants
- Coordinate the CAS (Confirmation of Acceptance for Studies) issuance process for new international students
- Maintain comprehensive records of visa status for all non-UK students and ensure timely renewal notifications
- Liaise with agents, parents and guardians regarding visa requirements and documentation
- Keep up-to-date with changing UKVI regulations and ensure school processes remain compliant
- Support international families through the visa application process, providing guidance and required documentation
- Coordinate with the boarding department regarding international student requirements and arrival dates
- Maintain accurate records for UKVI auditing purposes

Event Management and School Relations

- Plan and execute admissions events including but not limited to Open Days, College Tours taster sessions, and assessment days
- Coordinate individual family visits and tours
- Build and maintain strong relationships with feeder schools

- Represent the school at external recruitment events and education fairs
- Support the organisation of induction events for new students and families

Data Management and Reporting

- Maintain comprehensive admissions data to help the Director of Admissions and the Director of Marketing and Communications to generate regular statistical reports
- Assist in tracking and analysing admissions trends and conversion rates
- Provide regular updates to the Director of Admissions and Senior Leadership Team
- Ensure compliance with data protection regulations
- Monitor and maintain accurate records of the admissions pipeline

Marketing Support

- Work collaboratively with the Marketing & Communication Department to ensure admissions materials are current
- Contribute to the development of admissions content for various platforms
- Support the creation and implementation of recruitment targets and strategies
- Assist with digital communication and social media initiatives

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description gives an overall view of the position.

Person Specification:

Essential Qualifications and Experience

- Proven experience in a customer-focused administrative role
- Excellent administrative and organisational skills
- Strong IT literacy, including proficiency in Microsoft Office (some experience of a CRM would be beneficial, although not essential)
- Experience with database management – particularly iSams
- Outstanding written and verbal communication skills

Desirable Qualifications

- Previous experience in school admissions
- Knowledge of iSAMS or similar management information systems
- Understanding of the independent education sector
- Experience with customer relationship management systems

Personal Qualities

- Exceptional interpersonal skills with a warm, professional manner
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Excellent time management and ability to prioritise
- Calm and diplomatic approach under pressure
- Proactive problem-solver with good judgment
- Commitment to maintaining confidentiality
- Professional presentation and demeanour
- An appreciation of safeguarding protocols within a school environment

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

Hours: This is a full-time role working throughout the year. The minimum hours per week will be 40 expected to be 9am – 5pm Monday - Friday, with such additional hours as are reasonably necessary to fulfil the requirements of the role. In addition, the Admissions Registrar will be required to lead on some events/meetings during weekday evenings and occasionally at weekends.

Salary: Circa £40,000 per annum full time post, reviewed annually, and paid monthly in arrears on 25th of the month.

Holidays: The holiday entitlement is 28 days paid holiday per annum including bank holidays increasing one day per year up to a maximum of 33 days per annum including bank holidays. Additional discretionary days are offered by the Bursar during the Christmas and New Year period.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary at no cost to the employee;

School Fee Discount: Generous school fee discount available subject to qualifying conditions;

Private Health Plan: Offered to staff subject to qualifying conditions

Employee assistance programme: this including free counselling service to employees and close family.

Dining Facilities and Refreshments: Whilst at work a free meal and refreshments are available when the dining room is open;

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times;

Cycle to Work: The College offers an interest free cycle to work loan subject to a qualifying conditions.

Parking: Free car parking for staff is available on campus;

Computer Loan: The College offers an interest free computer loan subject to a qualifying conditions.

Offer of Post:

In compliance with safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

Method of Application

Candidates should complete an application form which can be downloaded via our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs cannot be accepted.

Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applicants are welcome to contact the Director of Marketing and Communication for an informal chat/further information mark.tobin@epsomcollege.org.uk

Applications will be assessed in order of receipt and interviews and subsequent offer of employment may occur at any stage after applications are received. We invite interested candidates to apply as soon as possible.

Closing date 15th January 2025

131224