

# Registrar Recruitment Pack



SOMERHILL  
*We grow amazing people*







# Welcome to Somerhill

We have a very special school here with a unique offering: the 'best of both worlds', the 'ideal mix' and the 'place I always dreamt of finding' are the comments we often hear from our parents or visitors. With co-educational learning until age 7, Somerhill offers single-sex classroom lessons until children leave us for senior schools, allowing uninhibited learning and bespoke strategies for the older girls and boys with all the benefits of a co-educational setting.

Our philosophy for the children at Somerhill is straightforward: happy children want to learn. Children are happy if they can play, participate widely and start to master skills of whatever kind, and our stunning setting and outstanding facilities offer endless opportunities for the children to find something that makes them smile.

We believe this offers you the perfect glimpse into our school life. However, to fully appreciate the extraordinary education that we offer and see our vision of confident, curious, and resilient children realised, we invite you to visit us at Somerhill. You will see that this really is an exceptional learning environment where we grow amazing people!



# Our unique school

Somerhill is set in a stunning 400-year-old Jacobean mansion surrounded in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! We have excellent facilities including a multi-purpose sports hall, astroturf, indoor swimming pool complex and purpose-built music suite to name just a few.

Ours is a mixed ability school. Teachers really invest in the children and know them well, with lessons carefully planned to cater to all abilities.

We have very bright and capable pupils and send more pupils to grammar schools each year than any other local school. Destinations include Tonbridge Grammar School, The Judd, and Skinners. Some pupils are awarded scholarships at independent schools such as Tonbridge, Sevenoaks, Walthamstow Hall and Sutton Valence at 11+/13+.

We also cater to children who find aspects of their learning more challenging and currently approximately 40 pupils receive additional support.

Located just to the south of Tonbridge, we are readily accessed by a slip road off the A21.





Between the ages of 2 and 7 years, girls and boys are together in the classroom. This environment promotes uninhibited development at an age when playing and learning are often synonymous. From 7 to 13 years, children benefit from a single-sex classroom environment, where girls and boys learn in different and bespoke ways. The moment classes finish, everyone is together - at break and lunch as well as for sports, music, clubs and activities. This really is the best of both worlds for our children.



*'Positive mental health is given high priority' and 'the welfare of pupils is given prime importance.'*  
ISI – February 2024

Taking a holistic approach to education, we nurture academic, personal, spiritual, social and moral growth, enabling our pupils to become confident, curious and resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests and to show concern for others and the environment. To put it simply: we grow amazing people.





# Registrar: Job description

Reporting directly to the Head, the Registrar plays a crucial role in helping to build on the success of Somerhill. The Registrar is responsible for pupil recruitment and admissions at Somerhill and plays a key ambassadorial role for the school in promoting its values and ethos in all interactions with prospective parents. The Registrar works very closely with the Marketing Manager with both roles providing mutual support to each other at peak activity periods. Both roles also collaborate very closely with the Communications Manager. We are looking for a candidate with a good understanding of prep schools and a strong empathy with our schools' ethos and focus on care for the child. They will be a natural and engaging communicator and possess excellent organisational and administrative skills, with good attention to detail when handling data. A sensitivity to prospective parents' needs and a confidence to positively promote the school in a balanced and sophisticated way will also be important in this role.

The working pattern is likely to be a standard 40-hour week, worked over 5 days per week, all-year round. Some flexibility will be required to support recruitment events and tours that may take place outside the standard hours and at weekends, to fulfil the remit of the role.

We are looking for a dynamic and proactive candidate to join this busy Admissions, Communications and Marketing Department. The ideal candidate will have worked in a similar role before, and will have strong communications skills, commercial understanding as well as a willingness to manage stakeholders across all functions of the school. This role is a permanent contract, starting ideally in October 2025 for a handover with the current Registrar.

## **Main responsibilities**

The primary responsibility is to manage the pupil recruitment and admissions process at Somerhill in line with the school's strategy and overall marketing plan.

Specifically, in consultation with the Head, the Registrar will:

### **Pupil recruitment and events:**

- Manage all interactions and communications with prospective parents ensuring enquiries are met with a professional, timely and personal approach.
- Lead personalised school tours to ensure the educational provision, ethos and facilities are presented in the best possible light to prospective parents.
- With the support of the Marketing and Communications Manager, organise and manage admissions events including school open days to drive pupil recruitment.
- Support the Marketing Manager in key events such as the Independent School Show.
- Produce an admissions calendar in agreement with the Head and other SLT members as appropriate.

### **Admissions process:**

- Engage with teaching staff in arranging taster days for potential pupils.
- Manage the onboarding and induction process for new pupils including releasing offer and joining letters.
- Registering and managing accurate pupil records in the school database (iSAMS).
- Contribute to ongoing adaptations and enhancements to the admission process, ensuring the process remains fully compliant with attendance policies.



**Pupil recruitment and events:**

- Manage all interactions and communications with prospective parents ensuring enquiries are met with a professional, timely and personal approach.
- Lead personalised school tours to ensure the educational provision, ethos and facilities are presented in the best possible light to prospective parents.
- With the support of the Marketing and Communications Manager, organise and manage admissions events including school open days to drive pupil recruitment.
- Support the Marketing Manager in key events such as the Independent School Show.
- Produce an admissions calendar in agreement with the Head and other SLT members as appropriate.

**Admissions process:**

- Engage with teaching staff in arranging taster days for potential pupils.
- Manage the onboarding and induction process for new pupils including releasing offer and joining letters.
- Registering and managing accurate pupil records in the school database (iSAMS).
- Contribute to ongoing adaptations and enhancements to the admission process, ensuring the process remains fully compliant with attendance policies.

**Other activities:**

- Provide analysis of pupil recruitment data to the Head and SLT as well as for Governor meetings.
- Support the Marketing Manager in key events and activities around the school from time to time.

This is a varied role which requires flexibility in approach. Other opportunities and requirements will arise depending on the skills and natural strengths of the individual.

## **Experience, qualifications and personal attributes**

- Ideally have a proven and successful background in working within Admissions.
- Strong and engaging communication skills both face-to-face and in written communications.
- A confidence to positively promote and position the school and its values.
- A positive attitude with the ability to work both on your own initiative and flexibly, getting involved in school life.
- Strong organisational and administrative skills.
- Good attention to detail when handling data and confident with IT systems (ideally with Excel and database experience).
- An ability to learn quickly and work efficiently.
- Experience of working in schools and a good understanding of the prep school sector.
- An empathy with the ethos and values of Somerhill.
- An understanding of GDPR and how to operate within its requirements.
- Personal energy and enthusiasm, with a positive outlook and a customer service mentality.
- A capacity for strategic thinking, but with a strong grasp of detail.

## **The package**

- Salary will be competitive dependent on experience and qualifications.
- The normal hours of work are 40 hours per week/8 hours per day, all year round. At peak periods, it may be necessary to work additional hours during the week as well as at the weekend to cover relevant events.
- Membership of a contributory Defined Contribution Pension Scheme and 3 x life cover.
- Lunch is provided free of charge in the school's dining hall during term time.



- Access to our Employee Assistance Programme.
- Possibility of fee remission for eligible staff children.
- Free on-site parking.
- Cycle to work scheme.
- 25 days holiday per year as well as bank holidays. In addition, at the discretion of the Head, there is usually a school closure over the Christmas period.

All staff are responsible for safeguarding the welfare of children and always ensuring compliance with the school's Safeguarding Policy and processes. In accordance with Safer Recruitment requirements, the successful applicant will be offered the role subject to the satisfactory completion of background checks including an enhanced DBS check, verification of references, verification of qualifications and career history, an online check of publicly available information, and fitness to undertake the role.

*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.*

### **Application timeline**

- Application deadline: 28 August 2025
- Shortlist and invite for interviews: 3 September 2025
- Interviews: w/c 8 September 2025
- Start date: ideally October 2025

*Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date. The School reserves the right to withdraw the vacancy if an early appointment is made.*

# Employee Benefits



## Support

Professional support through regular appraisals and CPD opportunities



## Salary

Competitive salary package, regularly benchmarked



## Cover

Group life assurance



## Well-being

A range of well-being activities including fitness classes, tennis and book club. Free access to all on-site sports facilities on dedicated days



## Pension

Generous defined pension contribution scheme



## Reward

Staff recognition and reward opportunities



## Lunch

Free hot lunches, salad bar and refreshments during term time



# Conditions

## Format of applications

Formal applications will only be accepted via the official Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to [recruitment@somerhill.org](mailto:recruitment@somerhill.org). A tour will form part of the interview process but please visit our website which provides a lot of information about us.

## Child protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead.

## Offer conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## **Health and safety**

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety and others.

## **Further information**

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role. Please note we reserve the right to close prior to the application deadline or extend the deadline depending on the number of applications received. Early applications are encouraged.

If you require any additional information, please do not hesitate to contact Jess May, HR Manager, at [recruitment@somerhill.org](mailto:recruitment@somerhill.org).







SOMERHILL

A leading independent prep school for girls and boys aged 2-13

Somerhill, Tonbridge, Kent, TN11 ONJ | 01732 353124 | [recruitment@somerhill.org](mailto:recruitment@somerhill.org) | [somerhill.org](http://somerhill.org)