



St Swithun's
WINCHESTER



***Deputy Registrar
Full time***

The School:

St Swithun's School, Winchester is a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.

There is also an adjoining IAPS Prep School for girls aged 4-11 with a co-educational nursery from age 3.



Ethos:

St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well- educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.

Community:

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is

committed to supporting the wellbeing and professional development of its employees.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.

Location:

The school is set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester is well connected by road, rail, air and sea, allowing convenient and affordable holiday opportunities for staff. There is also easy access to the New Forest, the south coast, and the West Country.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton and Winchester University are in close proximity, as are a wide range of good state and independent schools.

Facilities:

The school offers girls excellent teaching, sporting and recreational facilities. The school buildings are modern and well equipped. As well as the normal academic classrooms and science laboratories, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, a sports hall and a full-size swimming pool. There is an impressive library, higher education and student guidance department and ICT facility. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first and second years and those in the upper sixth.

The School is securely financed and this has enabled a continuous development programme over the years, which has made it possible for the School to keep pace with new requirements in terms of curriculum and equipment.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at www.stswithuns.com

Admissions at St Swithun's

St Swithun's is a renowned academically selective school which attracts worldwide interest amongst parents and agents for both its normal entry points at years 7, 9 and 12 as well as for occasional places in year 8 and year 10.

In the last few years the work of the admissions office has expanded in order to meet the needs of St Swithun's as well as the changing requirements of feeder schools, UK-based and international families, educational consultants and agents and the Home Office with regards to student visas and immigration practice.

In addition to increased travel abroad to attend education exhibitions and future schools' events there has been greater emphasis on proactive measures and individual personal contact with the hundreds of families on our lists. We are dealing with markets across different time zones in both term time and when school is closed and wish to ensure that each family has the necessary individual attention as they build their relationship with the school.

We have developed increased segmentation and targeted approaches to maximise student recruitment at all entry points. A close relationship with the marketing team enables us to develop and implement different strategies to recruit UK boarders, UK day girls and international boarders as required.

The role

The deputy registrar position is a new role which is designed to support the registrar and to deputise for them. This is a full-time role working all year round.

The deputy registrar will play a key role in the admissions of pupils to St Swithun's and is primarily responsible for helping to deliver a warm, welcoming and efficient admissions process from initial enquiry to a student joining St Swithun's.

The deputy registrar's line manager is the registrar; they will work closely with a range of staff including the admissions team (a four-person team including this role), the director of marketing and their team, the development director, the bursar and finance bursar, deputy heads, heads of academic departments, housemistresses and housemasters, and administrative staff.

The successful candidate will need to develop excellent relationships with prospective parents, feeder schools and agents by delivering a positive year-round admissions process that supports the school's vision, ethos and values.

Key responsibilities include but are not limited to:

- Maintaining frequent and personal contact with prospective parents (and their representatives) who have made an initial enquiry into St Swithun's up to the point that their daughter becomes a pupil, or is withdrawn from the process
- Being one of the school's front-line ambassadors for prospective parents, prospective pupils, feeder schools and educational agents in all of their communications with St Swithun's
- Attending future schools' events
- Attending international recruitment and agent fairs
- Attending St Swithun's events for prospective parents

Key tasks:

Admissions:

1. To work closely with the school office to ensure that all initial admissions enquiries are handled efficiently in a professional, timely and friendly manner.
2. To organise individual visits to the school by prospective parents including leading tours and liaising with the headmistress's PA to organise parental meetings with the headmistress.

3. To work closely with the registrar in maintaining proactive telephone and email contact with the relevant prospective cohorts.
4. To develop and maintain effective partnerships with educational agents through personal contact and regular communications to facilitate the recruitment of international boarders.
5. To support the school's licence as a Child Student Visa sponsor by maintaining the knowledge necessary for a Level 1 user.
6. To create admissions information documents as required for prospective parents.
7. To work closely with the assistant registrar, data & admissions assistant and other relevant staff to organise admissions assessment events.
8. Responding to telephone and email enquiries.

Database management and reporting:

1. To ensure that SIMS records are kept up to date
2. To use SIMS efficiently to project future pupil numbers for both boarding and day pupils at all relevant entry levels
3. To provide appropriate data for the headmistress for prep school visits

Work with the marketing department to:

1. Ensure prospective parents and pupils feel part of the St Swithun's community by being included in relevant St Swithun's communications and by being invited to appropriate events.
2. Manage the termly mailing programme for prospective families up to two years' ahead of the pupil's entry point by working closely with marketing staff and the admissions assistant.
3. Promote and manage attendance at admissions pathway events such as open days and parent conferences and to make follow-up calls.
4. Prepare presentations as required.
5. Organise events in school and at other locations for prospective pupils and parents.

This list is intended to reflect the usual responsibilities of the post holder but it is not exhaustive, and all staff may be expected to carry out other duties reasonably required by the school.

All St Swithun's employees are expected to adhere to the school's code of conduct, and foundation virtues.

Person Specification - Qualifications, Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Educated to degree level or equivalent • A knowledge of admissions practices and principles • Empathy with the ethos and aims of the independent school sector and of St Swithun's in particular • An understanding of the motivations, attitudes and aspirations of parents, children and other stakeholders in the community interested in independent school education • Excellent communication skills, both verbal and written and strong attention to detail is vital • Exceptional people skills, self-motivation and the ability to relate quickly and easily with pupils, parents and staff • A sense of initiative, a sense of humour and a calm and unflappable manner 	<ul style="list-style-type: none"> • Membership of The Association of Independent School Admissions Professionals

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| <ul style="list-style-type: none">• Excellent organisational skills, the ability to prioritise and meet deadlines | |
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Terms and Conditions

This is a full position with six weeks paid holiday in addition to bank holidays. The normal hours of work are 08.30 to 17.00 Monday to Friday (with a 30 minute unpaid lunch break). Occasional evening and weekend work will be required for which time off in lieu will be granted.

The salary offered is between £30,000 and £34,000 depending on experience and qualifications. A generous contributory pension scheme is available.

Various benefits are available for St Swithun's employees, including:

- Discount on school fees,
- Discounted corporate gym membership, and use of 'my active discounts'
- Free membership of the school swimming pool,
- Access to the school's staff wellbeing programme,
- Refreshments whilst working, and free meals when required to be at work over a meal time during term time.

There is a probationary period of six months and the appointment is subject to safeguarding checks including satisfactory references and clearance by the Disclosure and Barring Service.

Application Process

Please send your completed application form to:

HR Department
St Swithun's School
Alresford Road
Winchester
Hampshire
SO21 1HA

Or by email to recruitment@stswithuns.com

Closing date for applications: Monday 7 June 2021, 9am.

The school reserves the right to appoint prior to the closing date so please do apply early.



St Swithun's is a registered charity providing education for girls aged 3-18 (and boys in the nursery) and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment 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.

Child Protection Statement

Every pupil should feel safe and protected from any form of abuse which, means any kind of physical abuse, emotional abuse, sexual abuse, neglect and peer on peer abuse. All children without exception have the right to protection from abuse. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

The school recognises that, because of their day-to-day contact with pupils, staff are well placed to observe the outward signs of abuse, and reinforces that our approach must be that, "it could happen here". Abused children and 'children in need' are at greater risk of suffering from mental health problems in adult life so early intervention is critical. Intervention to protect children and promote their wellbeing does not just mean thinking about pupils who may be at risk of abuse, but also thinking about pupils who may need intervention as a 'child in need' e.g. a pupil suffering from mental health issues or with a disability. These responsibilities apply to all staff, members of the School Council and volunteers working in the school.

We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.

We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.

The Headmistress ensures that the recommended procedures are followed when recruiting staff.

Application Explanatory Notes

- Applications will only be accepted from candidates completing the school's application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates must be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- In accordance with government guidelines, we may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In cases where this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer wherever possible. If the current/most recent employer does/did not involve work with children, then the second reference should, if applicable, be from the employer with whom the applicant most recently worked with children (or engager if a self-employed or voluntary role). If the applicant has never worked with children previously, then references should be from an employment context, an academic context if this is not applicable, and finally a character reference from someone of 'good standing' in the community. Referees should never be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
 - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
 - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
 - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or department for education.

Interview

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their [Right to work in the UK](#).
- Applicants will be required to provide documentation suitable for obtaining a [Disclosure and Barring Service \(DBS\) check](#).
- Applicants must also be able to show evidence of any qualifications on which their application relies.

Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.
- Satisfactory completion of a probationary period.