



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Job Description

Role	Registrar
Job Purpose	<ul style="list-style-type: none">• To manage all aspects of the admissions process for prospective pupils from initial point of enquiry through to enrolment at the school.• To ensure that all enquirers and applicants receive a positive impression of the school and are fully supported throughout the admissions cycle.• To play a key role in promoting the school, attracting new pupils and current pupil retention by supporting marketing activities and initiatives.• To manage applications and procedures for bursaries and scholarships.
Accountable to:	Head of Finance & Operations
Responsible for:	Admissions Administrator
Accountabilities:	<p>1. Admissions</p> <ul style="list-style-type: none">a. Be the main point of contact for prospective parents and pupils and manage an efficient yet approachable and welcoming admissions service to all applicants to the school.b. Process all applications in accordance with required procedures, including making arrangements for interviews and school visits, and coordinating arrangements for entrance examinations and assessments, to ensure that all applicants receive a positive impression of the school.c. Liaise with International Agents for promotion of the school overseas to attract international boarding students.d. Ensure that regulatory compliance is adhered to with recruitment of sponsored students who require Student Visas and that paperwork meets Home Office requirements.e. To oversee a comprehensive enquiries database/records system from initial application through to offer and acceptance.



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- f. To oversee the maintenance of pupil records and databases on SIMS, ensuring that information is up to date, readily accessible, managed in accordance with data protection requirements, and that changes are notified to the third parties as required.
- g. Undertake analysis of entrance assessments as required.
- h. Assist the Head with the process of making offers, maintain records of responses, regularly update the Head on responses received and initiate appropriate follow up to responses.
- i. Maintain pupil records and databases as required, ensuring that information is up to date, readily accessible, managed in accordance with data protection requirements, and that changes are notified to the third parties as required.
- j. Compile statistical information on recruitment and pupil data, generate reports and provide regular updates on numbers, trends and initiatives for SLT and marketing.
- k. Working with Heads of Year to plan and support the induction process including preparation of induction materials for new pupils and sending out and receiving back relevant documentation for all new starters.
- l. Maintain and update induction checklist for new starters.
- m. Ensure that teaching and support staff receive relevant information and documentation for prospective pupils, new starters and school leavers.
- n. To run 'occasional vacancy' assessments to fill spare places in the school, operating efficient waiting lists where needed.
- o. Responsibility for maintaining records on international pupils requiring visas in line with UK Visas and Immigration (UKVI) policy.
- p. Keep recruitment and admissions procedures under review to ensure the school is meeting the market need and maximising conversion of enquirers.



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2. Marketing, Communications and Recruitment

- a. To develop and maintain relationships with a network of feeder schools and related contacts across the region to maximise recruitment potential.
- b. To undertake and arrange campus tours with prospective parents and pupils.
- c. Provide an approachable, welcoming and timely response service to enquiries concerning pupil admissions.
- d. Ensure that all enquiries are followed up in accordance with agreed procedures and timescales.
- e. Play a lead role in organising and attending internal and external recruitment/marketing-related events including taster days, open days, exhibitions, shows and school occasions.
- f. Contribute generally to the positive promotion and marketing of the school in the local and wider community.
- g. Work with the marketing team to feed into promotional materials, the website and social media given your direct involvement and knowledge of our customers (parents).
- h. To maintain copy and content for the admissions area of the school website.

3. Administration

- a. Maintain the Admissions Register in line with the current legislation and regulatory requirements.
- b. Ensure that the Finance Department is promptly informed of pupil leavers, new starters and any changes in financial assistance, so that fee billing is as accurate.
- c. Maintain archive records for admissions and arrange for old records to be destroyed as necessary.
- d. Keep admissions procedures and documentation (e.g. standard SIMS letters, new starter packs) under review to



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	<p>ensure that they are meeting objectives, and make recommendations for change.</p> <p>4. Training & Development of Self and Others</p> <ul style="list-style-type: none"> a. Provide effective line management of an Admissions Administrator in line with HR policies. b. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. c. Generate feedback from customers and staff across all areas of the admissions process and continually seek to improve procedures and approaches. <p>5. Supporting the Work of the School</p> <ul style="list-style-type: none"> a. Develop strong, positive relationships with colleagues, contribute to collaborative working across the school and support other staff, in order to develop and share best practice.
<p>General requirements:</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. e. Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process.



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	h. Undertake other reasonable duties related to the job purpose required from time to time.
Review and amendment:	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Knowledge & Experience

Educated to degree level or equivalent	Desirable
Experience of working in school admissions	Essential
Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel and database input	Essential
Evidence of substantial administrative experience in a complex organisation	Essential
Previous experience of working in a complex, busy, service-driven environment	Essential
Experience of managing or using a database e.g. SIMS or a Customer Relationship Management tool (CRM)	Essential
Knowledge of safeguarding issues	Desirable
An understanding of the principles of marketing and how these relate to this role	Desirable

Communication

Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
Excellent command of written and spoken English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
Evidence of using emails extensively as a primary form of communication and an understanding of appropriate tone and content	Essential



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Teamwork & Motivation

Flexible and able to work as part of a team	Essential
Evidence of being a good manager of people	Desirable
An understanding of when issues need to be referred to line manager	Desirable

Liaison & Networking

The ability to develop successful business relationships	Essential
An understanding of the stress felt by parents during the admissions process and the ability to empathise	Essential

Service Delivery

Accuracy and attention to detail	Essential
Knowledge and understanding of effective customer care	Essential
A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.	Essential

Planning & Organising Resources

First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	Essential



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Analysis & Research

Able to analyse and report on statistical data	Essential
An understanding of competitors and the marketplace in which we operate	Desirable

Attitude & Approach

Professional, honest approach to the role with a true understanding of the importance of this post	Essential
The flexibility to occasionally work outside of 'normal office hours' as needed	Essential
Professional but friendly demeanour in relating to all members of the school community	Essential
A willingness to become involved in school events and activities	Desirable