



The Hampshire School

C H E L S E A

Early Years | 5 Wetherby Place, London, SW7 1NX | 020 7370 7081
Pre-Preparatory and Preparatory | 15 Manresa Road, London, SW3 6NB | 020 7352 7077
www.thehampshireschoolchelsea.co.uk

Admissions Registrar Required for April 2019

The Hampshire School is seeking to appoint a highly organised, effective and enthusiastic Admissions Registrar at this highly successful 3-13+ preparatory school in Chelsea.

The successful candidate will have overall responsibility for all aspects of admissions work within the School. S/he will be responsible for ensuring that we meet our objectives in terms of the number and the calibre of new enrolments at all entry points each year.

This is an exciting time in the School's development, and we hope that our new Admissions Registrar will bring energy and initiative and that s/he will play a key role in helping to achieve the School's development objectives. The post calls for a high level of relevant experience, a thorough understanding of the world of independent education and for a combination of outstanding administrative, managerial, communication, marketing, IT and people skills.

There is a key PR dimension to the Admissions Registrar's role in any school, and maintaining a prominent profile in our local community, and with nurseries and independent schools in West and South West London, is an important aspect of the Admissions Registrar's remit. The Admissions Registrar will play a key part in successful planning and implementation of school events, such as Open Mornings and Parent Workshops.

Working pattern: Full Time, Permanent
Hours: 8 hours per day, 40 hours per week
Start and finish time: 08:00 – 17:00 with flexibility to attend key school events as required
Salary: £33,000 - £35,000 per annum, depending on skills and experience
Start date: April 2019

Closing Date: Friday 22 March 2019 at 12 noon
Interview date: Thursday 28 March 2019

For an application form and job description please contact Miss Doyle using the email address: recruitment@thehampshireschoolchelsea.co.uk telephone: 020 7352 7077 or download the documents from the School website www.thehampshireschoolchelsea.co.uk. Applications should be addressed to the Head, Dr Edmonds.

The Hampshire School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.