



The Hampshire School

C H E L S E A

Job Title: Admissions Registrar (08:00 – 17:00)

Responsible to: Head

The Admissions Registrar will have overall responsibility for all aspects of admissions work within the School. S/he will be responsible for ensuring that the School meets its objectives in terms of the number and the calibre of new enrolments at all entry points each year. The Admissions Registrar will play a key part in successful planning and implementation of school events, such as Open Mornings and Parent Workshops.

The role is by its nature varied and multi-faceted, and this job description can only provide a guide to and general description of the duties and responsibilities associated with it.

Key Responsibilities

- To take full ownership of the admissions process and conversion for the School
- To ensure that pupil data with respect to pupil admissions, enrolment, achievement, progression is up to date, accurate, fit for purpose and recorded according to appropriate policies and procedures
- To liaise with Marketing to ensure they are aware of pupil enrolments, pupil achievement, withdrawals and progression using appropriate software systems
- To contribute to formal returns on pupil numbers and pupil data, as required, by external agencies such as ISC Census and the DfE
- To plan and organise Open Mornings, School Tours/Visits and Taster Days/Play Dates ensuring they are appropriately advertised and organised, liaising with all relevant staff
- To build and maintain relationships with relocation and education agents, and local nurseries and schools
- Register all prospective parents on a data base ensuring that they receive the relevant information pack in a timely manner
- To deliver and develop pro-active support, ensure effective communication and information provision for all families; from pre-arrival through to completion of studies
- Play a key role in the promotion and analysis of parent feedback, thereby making a significant contribution to the quality of the parent and pupil experience
- To produce reports on information, both quantitative and qualitative, for consideration by senior management
- Be expected to contribute to the work of the School in accordance with work flows relating to the academic year
- Also be expected to contribute towards the development of administrative systems and processes underpinning the academic work of the School
- Ensure that the pupil data on iSAMs is maintained, reflecting the current status of joiners, leavers, change of address etc. And to ensure that the UPN number has been obtained from the previous School



- Ensure that the main pupil files are created and maintained, held in the Registrar's office, ensure that the records are retained in the archives according to regulations
- To manage the daily email and telephone enquiries about the School and admissions in particular and respond in a timely manner
- To cover receptionist's breaks and/or periods of absence
- To undertake any duties as required by the Head or Governance

Qualifications

Degree-level or equivalent and/or relevant experience

Experience and Skills

- Experience in working in an advisory capacity preferably within education
- Excellent written and verbal communication skills
- Ability to liaise effectively with a wide range of families and outside agencies as well as internal staff at all levels
- Excellent interpersonal and team working skills
- Ability to initiate work and to work unsupervised
- Excellent administrative and organisational skills including the ability to prioritise own workload
- IT literate

Attributes

- Commitment to the provision of a quality service to pupils and a high level of customer care
- A sensitive and responsive approach to pupil and parent needs
- Good cultural awareness
- Pro-active, forward thinking and possess and exercise sound judgement
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Line Manager.