



# Registrar (Maternity Cover)

<b>Job Title</b>	Registrar
<b>Form of employment</b>	Part time (0.5), maternity cover
<b>Responsible to</b>	The Headteacher
<b>Standard hours of work</b>	School office hours are 8.00am to 5.30pm in term time and 9.00am to 4.00pm in school holidays. Part time hours within this framework to be discussed at interview. Holidays to be taken in school holiday time.
<b>Liaison with</b>	The Headteacher, Finance Director, Marketing Manager, office staff, prospective parents (and to some extent parents and children)
<b>Location</b>	Mainly office based at 30- 40 Tabard Street
<b>Key responsibilities</b>	In liaison with the Headteacher, responsibility for managing the admissions process from initial enquiry to enrolment
<b>Salary</b>	From £43,400 per annum (pro rata) depending on experience

## Enquiries and admissions

The Registrar is responsible for all areas of enquiries, enrolments and admissions, in liaison with the Headteacher. This includes dealing with initial enquiries, managing school visits, liaising with prospective parents, organising taster days and parent meetings and ensuring the smooth transition of children into the school. The Registrar liaises with the Finance Director and Accounts regarding enrolment fees and invoices. The post holder is also responsible for keeping the schools Admissions Register up to date and ensuring the smooth transition of children into new schools, including overseeing the transfer of information.

The post-holder will build strong and lasting relationships with prospective parents and pupils. He or she shall ensure that all enquirers and applicants receive a positive impression of the school. As a prominent public representative of the school, he or she will excel in customer service and be a firm believer in the ethos of the school.

The Registrar will play a key part in the planning, preparation and execution of key admissions-related public events, such as Open Mornings, exhibition events and Taster Days. He or she will provide regular updates to the Headteacher on applications.

This is a crucial post which is key to the continued growth and development of the school. It is essential that the Registrar has excellent communication skills, both verbal and written, is able to maintain a high level of efficiency and be calm, confident and professional with a variety of audiences.

The Registrar is expected to have a whole school approach and ensure that they understand the importance of school events in relation to termly activities. The post-holder will also be expected to attend whole school events to gain a thorough understanding of the academic and pastoral experiences that pupils can expect when coming to London Christian School.

## Personal Specification and Qualities

- Sufficient numeracy skills to deal with statistical data, possess strong analytical skills
- Have excellent interpersonal and communication skills
- Be flexible, reliable and well organized
- Have excellent time management skills
- Have a proactive approach to work; have personal integrity and the drive to do what is best for the pupils and the school
- Excellent IT skills, particularly with excel
- Be able to communicate succinctly and effectively both orally and in writing
- Be an effective problem solver and a flexible team player
- Demonstrate discretion and tact

The following list serves to illustrate scope and responsibilities of the post as is not intended to be an exhaustive list of duties.

## **Responsibilities**

The Registrar will be responsible for the admissions process from the initial enquiry until the pupil joins the school. This process will include responsibility for ensuring the database is fully utilised to allow relevant records to be accurate and up-to-date. The statistics generated will help the school to assess the extent to which the strategies employed are useful. The aim is to secure pupil enrolment through:

### 1. Enquiries

- Provide an approachable and welcoming response to enquiries concerning pupil admissions
- Provide information about the school and its mission to everybody who enquires, either by phone, email or face-to-face
- Gather comprehensive information about each contact with a family in order that the admissions database can be kept up-to-date throughout the entire process
- Maintain effective tracking of new enquiries/applicants through each stage of the admission process: enquiry, pre-application, application, decision (fee payment)

### 2. Visits

- To manage tours, book appointments for parents, and make members of staff aware of the visit
- Greet families when they visit
- Ensure relevant information about visiting families is made available to the Head prior to their visit
- Follow up all visits by appropriate methods of communication

### 3. Applications

- Provide leadership and vision to ensure that the school's admissions practices and procedures are up to date, compliant with all relevant regulations and effectively implemented and that they are seen as dynamic systems that are continually kept under active review
- Liaise with feeder nurseries to build up relationships and request information on applicants where needed
- Organise events such as new Pupil Morning and ensure that parents of new pupils receive relevant documentation
- Maintain proactive and timely communication with families throughout the admissions process
- Follow through every application to the point of final acceptance or withdrawal of interest
- Contact all applicants on a regular basis with regard to the status of their application, after discussion with the Head

### 4. Measurement, Analysis and Forecasting

- Track, manage and analyse all elements of the admissions process including enquiries, visits, registrations, offers, deposits, starters and leavers on the school's MIS and produce reports to present to the Headteacher and Board of Governors
- Identify where the admissions pipeline lacks an appropriate number of enquiries to achieve the budget number and ensure that the Headteacher and Finance Director are aware of the shortfall and can implement necessary actions
- To ensure that year lists are accurate and up-to-date at the beginning of each academic year and throughout the year as change occurs
- To ensure that the accounts department are made aware of all changes to the school Roll as joiners and leavers are confirmed
- To produce a monthly electronic copy of the Admissions Register

## **Bursary administration (prospective and existing parents)**

Be on the Bursary Committee and work with the Finance Director to liaise with prospective parents and existing parents about bursary applications, including sending out the necessary forms for completion by parents.

## **On Site Duties**

The role will include occasionally manning the door and running dismissal and arrival times for the school on working days as well as play time and lunch time supervision, on occasion. Front of house and housekeeping duties such as answering calls, greeting visitors and attending to pupils are also parts of this role.

As job descriptions cannot be exhaustive, the post holder may be required to undertake other duties in order to ensure the effective running of London Christian School. Where possible, duties will be reviewed during the recruitment process to account for the abilities and gifting of applicants.

### **Safeguarding**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with our safeguarding policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at London Christian School he/she must report any concerns to our Designated Safeguarding Lead or to the Head.

London Christian School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.