



SPRATTON HALL

ADMISSIONS REGISTRAR DECEMBER 2026



GENERAL INFORMATION

Spratton Hall is an IAPS day school for girls and boys. Situated at the edge of the village of Spratton, seven miles north of Northampton, the school is surrounded by beautiful rolling countryside. The school was founded in 1951 by KC Hunter, as a boarding prep school for 20 or so boys. In 1974, girls were admitted. At present, there are 391 pupils in the school, 284 pupils in the Prep School (Years 3-8) and 107 pupils in the Pre-Preparatory Department (Reception to Year 2).

Set in 50 beautiful acres, Spratton Hall is blessed with exceptionally good facilities throughout. Whatever a child does in the school they can be assured of working in modern and well-resourced classrooms and buildings and wonderful grounds.





PRE-PREP

The Pre-Prep Department comprises Reception, Year 1 and Year 2. It has its own purpose-built classrooms and its own Head. Usually, there are two classes in each year group but, currently, Year 2 has three classes. Each class has its own class teacher and full-time teaching assistant.

The children also receive specialist lessons in Music, PE, French, Drama, Dance and Computing.



PREP

In the Prep School, there are three forms in each of Years 3 to 8, with an average of fifteen pupils per form. From Year 3, pupils are placed in sets by ability for Maths and English. From Year 7 the classes are streamed for ability and there are sets for English, Maths and Science.

Spratton Hall is fully co-educational, with a roughly equal split between boys and girls.

Most pupils leave the School aged thirteen, and proceed to their first choice of Senior School. The most popular destinations at present are Rugby, Uppingham, Oakham Kimbolton and Oundle. Usually, around 40% of our Year 8 leavers go on to board at their next school. Over sixty pupils have won Scholarships and Awards in the last four years.





INSPECTION REPORTS AND AWARDS

In our last full Educational Quality Inspection in 2024, we were adjudged to be “excellent” in all areas. That report is [here](#). Our last review from the Good Schools Guide is [here](#) and our recent review from Muddy Stilletoes is [here](#). For three years running we have been shortlisted for ‘Prep School of the Year’ or ‘Pre-Prep of the Year’ in The Guide to Independent Schools.

Expectations at Spratton are high and we have a hard-working, supportive and totally committed staff. The school is a buoyant, thriving and happy place, with very healthy numbers of pupils.



SAFE RECRUITMENT

The school is committed to safeguarding and promoting the welfare of children. To that end, we have a 'Recruitment and Selection of Staff Policy' which has been produced in line with the statutory guidance: 'Keeping Children Safe in Education' – 2020, the Equality Act 2010 and the 'Children Act 2004 – Information Sharing' 2015. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. The full policy can be viewed on our website [here](#).

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.



Applicants must be willing to undergo checks including child protection screening.

These include:

- verification of identity
- receipt of at least two satisfactory references, including one from the candidate's most recent employer
- a check at DBS barred list and a satisfactory DBS disclosure
- verification of professional status and qualifications (where appropriate)
- the person's right to work in the United Kingdom
- a check using the 'NCTL Teacher Service Employer Check'
- a 'Prohibition from Management' check, carried out for new staff involved in the management of the school
- where a candidate has worked or been resident overseas, further checks may be made as the Headmaster and Governing Body consider appropriate
- verification of medical fitness

APPLICATIONS

Completed application forms, together with a brief letter of introduction, should be sent to Lucy Woodhouse, HR & Recruitment Assistant, by 30th September 2026. A curriculum vitae is not required but may be included if you wish.

To request an application form, please email either:

Lucy Woodhouse, HR & Recruitment Assistant

hr@sprattonhall.com

or

Linda Parkes, Headmaster's PA

ljp@sprattonhall.com

Completed application forms should be returned by email to either of the above addresses, or by post to:

Spratton Hall
Smith Street
Spratton
Northamptonshire
NN6 8HP

We intend to hold interviews during the week commencing 5th October, with the successful candidate expected to start at the beginning of December. There will be a handover period in December with the current incumbent.

We reserve the right to close the application window earlier if a suitable candidate is identified following a successful interview.



THE POST

ADMISSIONS REGISTRAR

Part-Time/Permanent - Monday to Friday 08:15-15:00

Start Date: December 2026

JOB DESCRIPTION

Overview

The School Admissions Registrar plays a vital role in the smooth and efficient running of Spratton Hall's admissions process and will be the primary and important point of contact for families throughout the process towards the child joining the School.

From the first enquiry from a prospective family, through to the day a child leaves Spratton Hall, the Registrar will help to ensure that families receive a warm, professional and welcoming experience with due regard to the legal admissions processes. They will build positive relationships with parents and pupils and will be someone that families know they can rely on for help and information throughout their time at the School.

The Registrar will play a key part in the planning, preparation and execution of admissions-related events, as well as keeping accurate and up to-date pupil records for all pupils.

Spratton Hall is a thriving and happy school with strong pupil numbers and a well-established reputation. The School is a buoyant and busy community, and the successful candidate will be joining at an exciting time as the School continues to develop. Above all, they will be someone who understands the importance of providing an excellent experience for our families and who is proud to be part of the Spratton Hall community.

The post is part-time permanent, Monday to Friday, 08.15-15.00 each day. There is scope for some flexibility with working hours as some days may require a slightly earlier start or a later finish. There are also a number of admissions events organised and run by the Registrar that will be outside of these normal working hours. Some work is required in the holidays, but this will be on an ad hoc basis and often in response to demand. This will include responding to emails, making calls to prospective parents, contacting other schools, taking prospective enquiries as well as organisation and planning. The salary is £28,000 - £32,000 per annum depending on experience.

Main Responsibilities

The successful candidate will have excellent, working knowledge of the independent school sector and particularly prep schools. They will act as a key brand ambassador for the school, understand the admissions cycle and work closely with the Headmaster, Head of Pre-Prep, Director of Finance & Operations and Marketing Manager to achieve excellent publicity and PR, along with the ability to monitor and forecast data and inform the Head in order to achieve a high rate of conversion.

Specific Duties

Registration Process

- Develop a personal rapport with prospective parents and pupils
- Deliver a personalised visit experience to each prospective parent and pupil
- Proactively follow up all new enquiries and post-visit, to convert to the next stage of the admissions process.
- Provide relevant feedback on all families to the Headmaster and/or Head of Pre-Prep
- Conduct follow-up calls to parents who did not choose Spratton Hall to establish where the school loses pupils to and areas for improvement.
- Maintain the prospective parents' Engage database and ensure accurate data-input for all stages of the admissions process
- Regularly monitor and report on admissions
- Respond to telephone, in person and written enquiries relating to the registration process
- Keep up-to-date with wider admissions policies and procedures
- Build and maintain relations with key partners in the local community, eg nurseries, including visits to and sending invitations to Spratton Hall events
- Maintain a geographical map of current parents' locations
- Liaise with the local authority on admissions/leavers
- Liaise with other schools regarding leavers, to check they are attending

Data Management

- Whilst abiding by GDPR regulations, collect, update and maintain appropriate data on current and prospective pupils, eg medical information, prior schooling, prior attainment records and any fields required for statutory returns on the school census
- Record all prospectus requests, registrations, leavers, visits, open morning attendance, conversions

- Enter all registration data into the management information system database
- Send out questionnaires to all new parents
- Assist the Headmaster with the monthly forecasting of admissions figures and compilation of reports to the Senior Management Team and Governing Board as required
- Ensure all pupil hard files are maintained and paperwork filed in compliance with data protection policies
- Update, on an on-going basis, any changes to admissions information with the school's management information system (eg change of address and contact information)
- Ensure annual data is collected from parents, eg contact sheets
- Organise and keep data on lift shares for current pupils
- Keep up-to-date with data protection policies and ensure all activities adhere to these guidelines

Pupil Taster Days and Pupil Induction Programme

- Organise Pupils' Taster Days for prospective pupils, liaising with the relevant Head of Year, Director of Studies and Head of Pre-Prep
- Collate and distribute all information required to ensure new pupils joining the School have the correct induction and the best start
- Prepare information for when new Pupils join the Pre-Prep in September
- Prepare information for new Pupils joining the Prep school
- Class/Year representatives organiser and co-ordinator
- Ensure all new pupils are welcomed into the school warmly and efficiently

Events

- Manage the annual programme of school Open Days
- Organise and run the Admissions events and events for pre-school children, such as our Easter Egg Hunt, Discovery sessions and Teddy Bears' Picnic
- Liaise with the Deputy Head on events for the School Calendar
- Ensure adequate stocks of the prospectus, inspection reports, registration forms, entrance procedure cards, pupil information booklets, Prep information booklets and Pre-Prep Information books in conjunction with the Marketing Manager
- Co-organise (with the Head of Pre-Prep) and attend Pre-Prep new pupils' induction events, such as story times, moving-on day/evening, teddy bears' picnic

Person Specification

Personal characteristics

The successful candidate will be:

- Friendly and welcoming with excellent interpersonal and communication skills, including the ability to relate well to people on all levels with sensitivity, tact and diplomacy
- Punctual, organised, flexible, diligent
- Passionate about Spratton Hall
- Discrete and sensitive
- A forward thinker – constantly looking to improve and develop the role

Experience/Skills

It is hoped that the candidate will have previous experience of working in an educational environment and, particularly, in the Admissions Department. Previous experience as a Registrar or PA would also be of an advantage.

The successful candidate will also have:

- Excellent organisational and administrative skills
- The ability to remain calm under pressure and work to tight deadlines and with absolute attention to detail
- A pro-active approach
- Excellent ICT skills
- An excellent command of written and spoken English

Wider Responsibilities

- Attend all statutory training that is required to work within a School
- Be sympathetic to the school's aims and ethos
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from the Headmaster to undertake work that is not specified in this job description

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.