



Job Description

Registrar

(With Admissions and Marketing Responsibilities)

Main function: The Registrar is responsible for leading the recruitment, admissions and retention of pupils at Stanborough Secondary School, ensuring that prospective families receive an outstanding experience from their first enquiry through to enrolment. Acting as the school's admissions lead and ambassador, the Registrar will promote the school within the local community and beyond, develop relationships with key stakeholders and international recruitment partners, coordinate admissions events and marketing activities, and maintain accurate admissions data and records. The postholder will play a significant role in supporting the school's strategic growth by attracting, enrolling and retaining pupils while upholding the school's values and reputation.

Reports to: the Headteacher.

Key Responsibilities

Admissions and Recruitment

- Manage the full pupil admissions process from initial enquiry through to enrolment, ensuring a professional, welcoming and efficient experience for prospective families.
- Respond to admissions enquiries by telephone, email and in person, providing accurate information about the school and its provision.
- Arrange and conduct school tours for prospective families and coordinate attendance at open days, taster events and other recruitment activities.
- Process applications and supporting documentation, ensuring all admissions records are complete, accurate and up to date.
- Coordinate entrance assessments, admissions interviews and communications with parents and school leaders.
- Prepare and issue offer letters, admissions packs and enrolment documentation, ensuring all required forms and information are received and processed.
- Maintain admissions, enrolment and waiting list records, providing regular reports on enquiries, applications and conversions.
- Support initiatives to improve pupil recruitment, conversion and retention in line with the school's strategic objectives.

Marketing and Community Engagement

- Act as an ambassador Stanborough Secondary School, promoting the school's vision, values and educational provision to prospective families and stakeholders.
- Develop and maintain relationships with local primary schools, community organisations, churches and other strategic partners to enhance the school's profile and recruitment pipeline.
- Identify and coordinate opportunities to increase the visibility of the school through events, partnerships, networking opportunities and promotional activities.
- Support the planning, organisation and promotion of open events, exhibitions, community engagement activities and recruitment campaigns.
- Work with the Senior Leadership Team to develop and implement admissions and marketing strategies that support sustainable growth.
- Promote the school through digital, print and face-to-face communications, ensuring a consistent and professional image is maintained.

International Student Recruitment

- Develop and maintain relationships with educational agents and international recruitment partners to support the recruitment of overseas pupils.
- Coordinate admissions processes for international applicants, including the collection and verification of required documentation.
- Administer CAS and visa-related processes where required, ensuring compliance with relevant regulations and school procedures.
- Act as a key point of contact for international families throughout the admissions process.

Pupil Records and Compliance

- Maintain accurate pupil records and admissions data using the school's Management Information System and other relevant databases.
- Ensure all admissions records are managed in accordance with GDPR, safeguarding requirements and school policies.
- Update pupil records, class lists and learner information following enrolments, transfers and withdrawals.
- Administer pupil onboarding processes and communicate relevant information to teaching, boarding and support staff.
- Produce reports, statistical information and admissions data to support school leaders in strategic decision-making.

External Reporting and Administration

- Support the completion of statutory returns, census submissions and reporting requirements for relevant educational bodies and local authorities.
- Liaise with external agencies, feeder schools, local authorities and other organisations regarding pupil admissions and records.
- Prepare official school documentation including transcripts, student confirmation letters, references and other pupil-related correspondence.
- Undertake other duties appropriate to the grade and responsibilities of the post as directed by the Headteacher.

Person Specification

Essential

- Experience in an administrative, admissions, customer service or school-based role.
- Excellent interpersonal and communication skills, both written and verbal.
- Proven ability to provide outstanding customer service and build positive relationships with parents and stakeholders.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- High levels of accuracy and attention to detail.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong IT skills, including experience using databases, spreadsheets and Microsoft Office applications.
- Ability to work independently while contributing effectively as part of a team.
- A professional, welcoming and proactive approach to work.

Desirable

- Previous experience as a Registrar, Admissions Officer or School Administrator.
- Experience using a school Management Information System (MIS), such as Arbor.
- Knowledge of independent school admissions processes.
- Experience supporting international student admissions and visa-related processes.
- Understanding of safeguarding and data protection requirements within an educational setting.
- Experience preparing statutory returns or educational census data.

Personal Qualities

- Friendly, approachable and highly professional.
- Committed to delivering an exceptional experience for prospective families.
- Resilient and able to remain calm under pressure during busy admissions periods.
- Excellent problem-solving skills and initiative.
- Strong commitment to the values and ethos of the school.

As a school, we take the safeguarding and promoting of children and any other vulnerable groups seriously. As a result, the school encourages you to take the responsibility to safeguard and promote the wellbeing of children or adults at risk in your care seriously. Please refer to the child protection policy on the school website.