

## **JOB DESCRIPTION**

**Job Title:** Admissions Registrar  
**Reports to:** Assistant Head (Admissions)

**Purpose of the Job:** To ensure that the School has all available places filled and that all communications and steps in the admissions process are delivered to a standard which reflects the excellent reputation of the School. The role has particular focus on:

### **Main Duties and Responsibilities:**

#### **Applicant Journey and Communications**

- Ensuring that all enquiries are followed up in accordance with agreed procedures, materials, and timescales and that all communications convey a positive impression of the school.
- Arranging parents and prospective pupils' visits to the school, conducting tours and giving full and accurate information about the school.
- Processing all applications in accordance with required procedures, including requesting references from current schools, and organising assessments and taster days: liaising with parents and staff to ensure arrangements are in place and then collating and communicating feedback.
- Lead on the process of making offers, initiating appropriate follow-up responses and maintaining a record of these. Regularly updating the Assistant Head Admissions, Head, and Bursar on responses received and the progress of applications.
- In consultation with the Bursary office, assisting with applications for bursaries, nursery vouchers, and other funding arrangements in accordance with agreed arrangements.
- Liaising with the parents or agents of overseas candidates to process applications appropriately and establish visa/entry requirements. Processing CAS applications with the Home Office and maintain all necessary documentation and the online regular renewals.
- Keeping records of conversations with parents regarding applications and offers, to assist the Head in responding to queries or complaints.
- Maintaining pupil records and Schools information on the METIS and iSAMs databases, ensuring that information is up to date, readily accessible, managed in accordance with data protection requirements, and that changes are notified to the third parties as required.
- Compiling monthly and termly statistical information and pupil lists and information as required, including information for the Bursar, and for marketing purposes.
- Lead on the organisation of, and participate in, open days, to ensure that prospective pupils and their parents receive appropriate information and have a positive experience.
- Ensuring that parents of new pupils receive (and return completed if required) relevant documentation; assisting with form and House allocation and preparing pupil induction

materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction.

- Uniform - on an annual basis update the school uniform lists in the agreed format and circulate to relevant parties for publication. (Website, Stevensons, Handbooks).
- On an annual basis lead on the co-ordination and update of the Parent Handbooks for distribution in the Summer Term.

### **Marketing**

- As part of the marketing team, support the work of other members of the team by helping prepare and produce internal and external advertising and publicity materials relating to admissions e.g. press advertisements for open days, issuing invitations to feeder schools, updating admissions information on school website etc as required.
- Ensuring Admissions section of the website is up to date, in consultation with the Head of Marketing.
- Attending Marketing Meetings and, where possible, staff meetings to keep fully informed of what is happening within the school and future development plans.
- Be a presence around the School including at fixtures and events to ensure a strong awareness of all aspects of school life and so that the parent body are familiar with the role and point of contact.

### **Open Days**

- Organising all Open Days.
- Issuing invitations to relevant prospective parents.
- Liaising with Heads of Departments and staff about arrangements.
- Organising pupils and parents as tour guides and involving other staff.
- Liaising with the Events Coordinator to arrange refreshments and room bookings.
- Making available literature available for visitors to take away.
- Writing to all parents who have attended.

### **Administration**

- Maintaining a current database of enquiries with a record of communications to and from each prospective family.
- Briefing the Headmaster on families visiting.
- Work closely with the Headmaster, Assistant Head Admissions, and Bursar, keeping them fully informed on all new pupils at all stages of admissions; agreeing what space is available in which year groups for current and subsequent years.
- Regularly updating the Assistant Head Admissions, Bursar, and Headmaster on the present and projected numbers of pupils joining the School by way of reports from the database and to provide other information as requested.
- Managing waiting lists for future years of entry and dealing with waiting list enquiries keeping parents informed about availability of places.
- Requesting reports and references from candidates' current schools in order to obtain background information on academic and pastoral requirements.

- Arranging new pupil taster and assessment days, liaising with key staff, including the Deputy Head Academic, and department heads. Keeping all staff informed of Taster Days taking place.
- Where the possibility of extra learning support is needed, making sure the LS Department is fully informed and ensuring that pupils meet Head of LS or appropriate LS staff for assessment.
- Arranging other events for new pupil including Nursery settling-in sessions, summer event for Reception starters, 'moving up' day, and 'pop-in' session before the start of term.
- Notifying the Headmaster, Bursary, and all staff about future pupils and their start date, while providing background notes for staff on new pupils joining.
- Issuing all joining instructions to parents, collating completed forms and sharing information with relevant members of staff. Ensuring all paperwork is filed in individual pupil record folders.
- Liaising with the Bursary to ensure all expected payments of registration fees and deposits have been received.
- Liaising with the Bursar regarding requests for Bursary support.
- Updating the database with admissions information.
- Management of the Admissions portal.
- Liaising with external organisations such as Springboard.
- Ensuring compliance with GDPR with regards to collection of personal information and parental consent.
- Acting as a point of contact for the families/agents of any prospective pupils requiring a Home Office issued Student Visa.
- Maintaining the Admissions Register in line with current legislation.
- Ensuring that data on pupils joining and leaving the school is shared with the LEA in line with requirements of Children Missing in Education legislation.
- Sending requests for safeguarding information to the DSLs of new pupils' previous schools.
- Ensuring that the Bursary Office is promptly informed of pupil leavers, new starters so that fee billing is as accurate as possible.
- Maintaining archive records for admissions and arrange for old records to be destroyed as necessary.
- Overseeing execution of CTF file transfers for leaving pupils where relevant.
- Contacting new schools which departing children are joining, on or around their expected start date, to ensure that children have enrolled.
- Keeping admissions procedures, forms and documentation (letters) under review to ensure that they are meeting objectives and continually improving and make recommendations for changes.
- Ensuring that all logged enquiries are tracked and regularly contacted via telephone and written communication to keep them abreast of new developments and invited to school performances, concerts, Open Days, Summer and Christmas Fayres and other weekend events.

### **Training and Development of self and others**

- Regularly reviewing own practice, set personal development targets and take responsibility for own continuous professional development.

### **General Responsibilities**

- To attend staff training days and other functions, which may fall outside normal school hours.
- To ensure that you are familiar with all school policies and the contents of the staff handbook.
- To ensure the safety and well-being of children and young people at the school by adhering to and complying with the school's Safeguarding (including Child Protection) policy and procedures at all times.
- To display correct staff identification at all times whilst on site.
- To attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- To carry out any other reasonable duties as requested by the Headmaster
- To constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

### Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively.

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education.</li> </ul>	
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Competent IT skills appropriate to demands of the role. Proficiency in Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of working in a school's admissions office, or an understanding of the work undertaken in an admissions office.</li> <li>• Experience of using a school Management Information System (we use iSAMS)</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable with a can-do mind-set.</li> <li>• Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations.</li> <li>• High degree of personal motivation, initiative, energy, creativity and drive.</li> <li>• Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion.</li> <li>• High degree of resilience.</li> <li>• Ability to work collaboratively in a team .</li> <li>• Ability to communicate succinctly and effectively both orally and in writing, using appropriate language.</li> <li>• Ability to mediate and manage conflicting views.</li> <li>• Ability to build good relationships with parents and colleagues, including</li> </ul>	

	working well within a team and an ability to take direction	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults.</li> <li>• Flexible approach to working hours.</li> <li>• Desire to make a positive contribution to all aspects of school life.</li> <li>• Empathy with the ethos and aims of St Hugh's.</li> <li>• To undertake ongoing professional development.</li> </ul>	

**Date reviewed: May 2026**