



ROYAL HIGH
BATH

GDST
GIRLS' DAY SCHOOL TRUST

International Admissions Registrar

Full Time

Required immediately

From Mr Hadrian Briggs, Acting Head

Dear Candidate,

Thank you for your interest in the International Admissions Registrar post at Royal High Bath (RHB). You will be an integral part of the Admissions and Marketing team and responsible for leading the international recruitment programme for our thriving school and ensuring that we continue to attract academically ambitious students from around the world to join our boarding community.

You will find detailed information regarding the role of International Recruitment Manager at RHB in the attached Job Description and Person Specification, but I wanted to share some context around the role that our school plays within the Girls' Day School Trust (GDST).

We are part of a group of 23 leading independent girls' schools and 2 academies educating around 20,000 girls in the UK today. We are unique within the group as the only school to offer boarding as well as a choice of IB and A Level pathway at Sixth Form. Our values reflect those of the GDST: Girls First, bravery, excellence, and kindness. RHB has a strong sense of community, where girls are able, committed, and successful but they are also grounded, friendly and great fun. We are incredibly fortunate to work in a spectacular Grade II listed site in the beautiful UNESCO world heritage city of Bath.

We achieve very good results. Last year students were awarded 21% A*, 65% A*-B and an average IB Score of 37 points. This year RHB students are already in receipt of 4 Oxbridge offers and 5 places at Medical School.

At RHB, we are entirely committed to providing an outstanding, contemporary, girl-centred education and are seeking to ensure a dynamic learning experience inside and outside the classroom, with plentiful opportunities for girls to try new things and take risks in a safe environment. We also want our girls to develop as happy, fulfilled, and confident young women who leave in Year 13 to pursue their further education of choice be that at university, through an apprenticeship or in the world of work.

We are looking for someone who can bring energy, experience of relationship building and sales as well as a commitment to this role, and enthusiasm for girls' education in the 21st century, and who will be fully involved in the life of the school. If this is you, we look forward to receiving your application.

If you have any further questions, please do not hesitate to ask, and thank you again for your interest in this post.

Best wishes,

Mr Hadrian Briggs
Acting Head

Job Description

Role: International Admissions Registrar

Accountable to: The Senior Registrar

Responsible for: International student recruitment and growth of boarding

Job Purpose

The International Admissions Registrar will be part of the Admissions team and primarily responsible for international student recruitment, including managing and reporting on the admissions process.

You will assist in the implementation of a cohesive and proactive recruitment strategy, with the aim of achieving a full boarding entry of high-quality international students across all relevant year groups (currently Years 7-13). Working with the Director of Admissions & Marketing and the Senior Registrar, you will manage relationships with agents and attend key recruitment events including international and ensure an efficient admissions process from enquiry to conversion.

You will develop strong relationships with prospective parents, students, intermediaries, education agents and other key stakeholders throughout the admissions process. There will be a need for some international travel and attendance at conferences and recruitment fairs.

This is a Full Time Position which demands a flexible approach to hours. Hybrid working is possible.

Main duties and responsibilities

The following duties and responsibilities are included in the professional duties for the role:

1. Process management

- Manage the admissions process for prospective international students and ensure that all enquirers receive a positive impression of the school.
- Ensure that all enquires are followed up in a timely and professional manner with agreed procedures and timescales.
- Contribute to the development of the RHB recruitment and marketing plans.
- Oversee the international recruitment/admissions budget to agreed targets.
- Research, plan, book and attend key international recruitment events.
- Work with Director of Boarding and Head of International Students to ensure appropriate welcome and onboarding of new students.

2. Student Recruitment

- Measure and review progress against key recruiting and marketing objectives for international/boarding students and develop interventions to address any gaps.
- Develop close relationships with agents, and in turn prospective parents and students to attract them to the School and ensure communications are timely and proactive.
- Work with the Registrar and Admissions Assistant to coordinate a programme of international trips and visits to agents and education fairs.
- Work with the Director of Admissions and Marketing to plan and deliver virtual open days and agent events (online or in person).
- Work with Admissions Assistant to coordinate test days, online interviews, and tours for prospective students, ensuring that prospective students, parents, and agents receive appropriate information and have a positive experience.
- Coordinate agents' familiarisation tours and visits.
- Represent RHB at feeder schools, recruitment fairs and other exhibitions and recruitment opportunities.
- Work with Marketing Team to develop appropriate, market-specific material suitable for recruitment of international students.
- Oversee agreements with agents and manage contracts (with approval by Director of Admissions & Marketing).

3. Admission Processes

- Oversee an efficient and fair operation of the international admissions processes, including providing an approachable and welcoming response to enquiries concerning student admissions.
- Manage UKVI process for international boarding students.
- Attend regular training relating to UKVI regulations
- Manage effective arrangements for testing, interviewing, providing feedback to prospective students and parents, including the management of assessment days, scholarship and other award interviews.
- Maintain accurate data on all points of the international student admission process (including enquiries, applications, offers and acceptances) to enable tracking, management and analysis of admissions. Provide forecast information relating to admissions, recruitment, retention and recruitment challenges and opportunities to the Heads, and Senior Leadership Team as required.

4. General

- Advise Director of Admissions and Marketing to develop school offer and increase impact on recruitment.
- Contribute to monitoring of market intelligence gathering relating to international markets.
- As part of the Admissions Team, you may be requested to assist with other Admissions projects or events, which will be agreed in advance.
- Maintain a professional approach in all communications.

5. Training and development of self and others

- Participate in the Trust annual review process (PDP).
- Participate in training activities and sessions offered by the school, the GDST and external agencies in order to gain further relevant knowledge and skills and keep up to date with technical requirements relevant to the job.
- Identify and participate in training required to execute the role of International Admissions Manager.

Safeguarding checks

All appointments in will be subject to two satisfactory references, a Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

General Requirements

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- Contribute to the School's programme of co-curricular activities
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

Safeguarding Checks

All appointments will be subject to two satisfactory reference, disclosure check by the Disclosure & Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the School. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Criteria	Essential/ Desirable
Skills	
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines with attention to detail	Essential
Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
Able to work effectively as a team member	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	Essential
Excellent digital skills e.g. confident and adept in use of SIMS, Microsoft Office applications e.g. Word, Excel, Outlook and database input	Essential
Proven leadership and management skills	Desirable
Ability to converse in a foreign language	Desirable
Knowledge	
Experience of working with agents and international recruitment	Desirable
In-depth knowledge of and interest in recruiting and admissions processes as they relate to schools	Desirable
Qualifications/ Attainment	
Degree level academic qualification or industry recognised qualification	Desirable
Experience	
Experience of working in an educational recruitment/admissions, or sales environment	Essential
An understanding of and affinity for the independent schools' market	Essential
Attitudes/ Approach	
A high level of personal integrity, with a tactful and diplomatic approach	Essential
Professional, approachable demeanour in relating to all members of the school community and wider stakeholders	Essential
Ability to function well as an effective member of a team and to "roll up sleeves" in an emergency	Essential
Well-groomed, with dress standards and appearance appropriate to the role	Essential

The job description should be seen as an indicator of the core aspects of this position alongside the GDST job description. This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Our School

Royal High Bath is an academically selective, independent day (3-18) and boarding (11-18) school for approximately 620 girls. Prep and Senior Schools are both situated on the northern side of Bath, enjoying commanding views of the city and with good access to the A46 and M4. Over 100 boarders aged 11-18 live on the senior site in two boarding houses. The Sixth Form is on the same site as the Senior School and our Prep School is situated nearby in Weston Village, Bath.

Committed to both academic excellence and outstanding care, the School boasts excellent results at GCSE and post 16 level and there is demand for places. Sixth Form students choose between A Level and the International Baccalaureate Diploma Programme. Our latest Independent Schools Inspection report can be downloaded here: <https://www.royalhighbath.gdst.net/our-school/inspections>

We are fortunate to have refurbished our boarding facilities for students in Years 7-11 within the main school building and have a dedicated Sixth Form boarding house for Years 12 and 13 which has an adjoining Café and is located nearby the Sixth Form Centre; we have a stunning Art School, fitness suite, and two Performing Arts Theatres (Sophie Cameron Performing Arts Centre and The Memorial Hall); The Hudson Centre for lectures and meetings; tennis/netball courts, an astro and two well stocked libraries.

We are a Microsoft Showcase School and are accredited with the ICT Mark which recognises our commitment to using the latest digital platforms and channels to enhance learning and have a well-established BYOD (Bring your Own Device) programme.

The Prep School is situated in Cranwell House in Lower Weston which is a Grade II Victorian Mansion. The facilities offer first class opportunities to challenge and stimulate the girls with their learning. Within the main house, which is the base for our pupils from Nursery to Year 4, the girls have access to a 'Discovery' room, a creativity area and music practice rooms. The Hope Building (our stunning new build) houses the multi-purpose hall, creative arts and dance studios and the Year 5 and 6 classrooms. All girls throughout the school use their spacious, well-equipped classrooms alongside the beautiful grounds which offer enormous potential for outdoor learning and exploration.

Application Process

Please complete the online application form enclosing a letter to Mrs Sallie Taylor (Director of Admissions and Marketing) to support your application.

The deadline for applications is **12.00 noon, Friday 10 May 2024**.

For further information, please contact Mrs Rebecca Prutton, Heads PA, at hr@rhsb.gdst.net

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Interviews

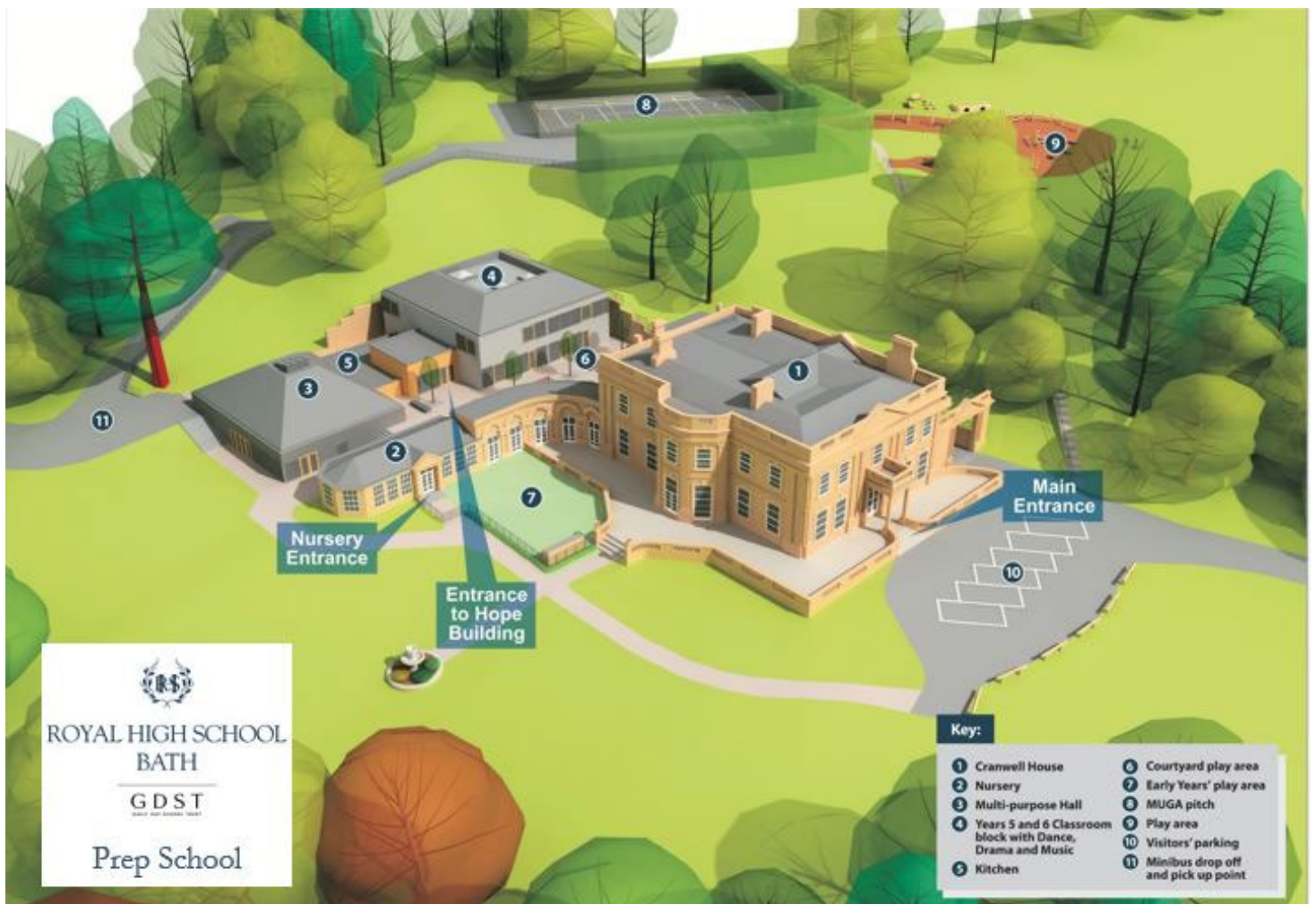
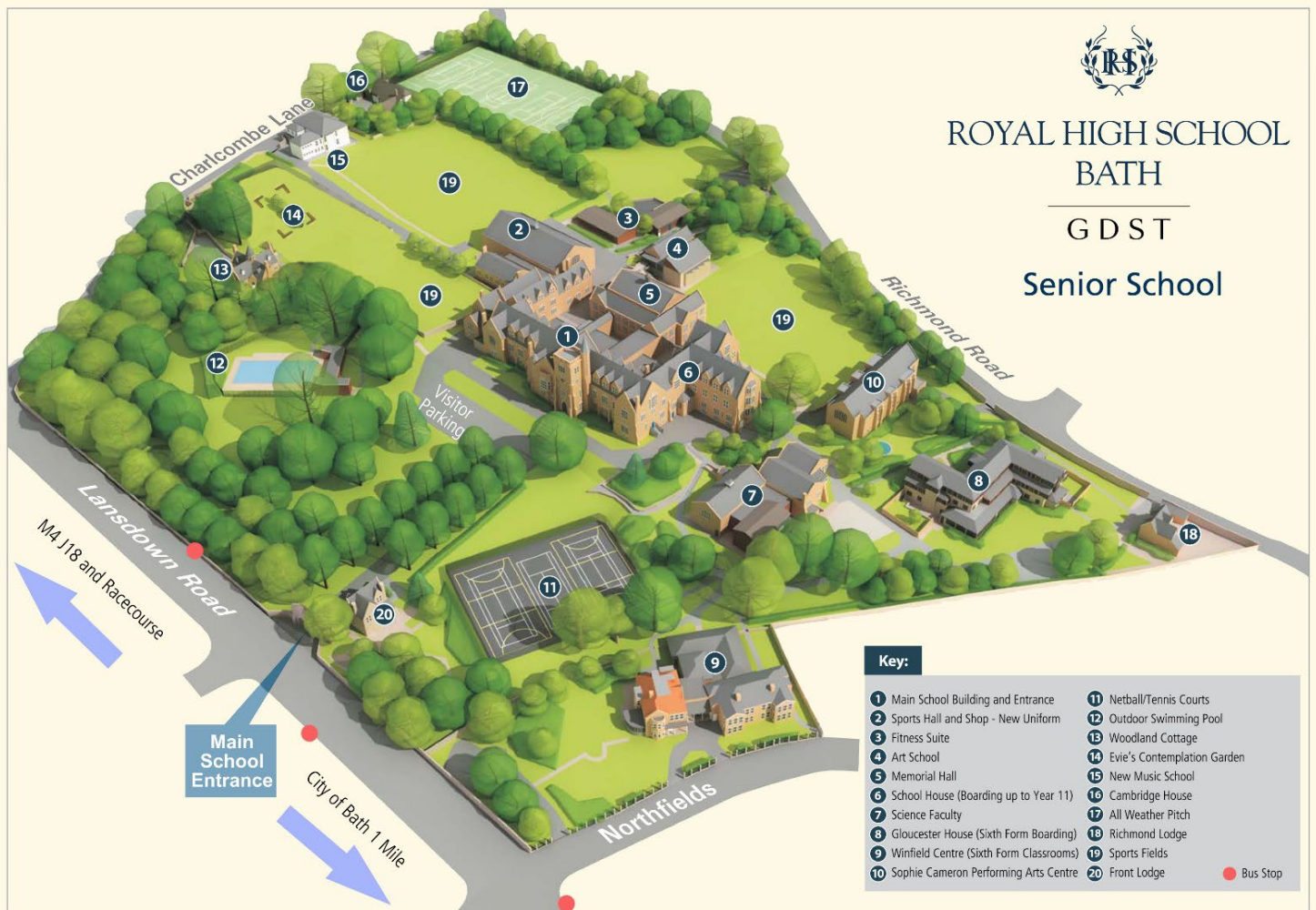
Will be held on **Friday 16 May 2024** and will include a tour, a written task, a panel interviews.

Salary

This is a Regional Level 4 post on the GDST scale and the starting salary will be in accordance with skills and experience and will be no less than £34,000.



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BATH
GDST
Senior School





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