



Sackville School

Job Description – Admissions Registrar

Title: Admissions Registrar

Section: Administration

Hours: 08:00 to 16:30 Mon – Fri
Full Time, all year round

Reports to: Headteacher

Main purpose of the job:

- The main responsibility of the Admissions Registrar is to manage, promote and administer the admissions procedure for the whole School from the initial point of contact through to student arrival. The successful candidate will have a professional and personable manner, be well presented and possess excellent communication and IT skills
- To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Admissions Registrar role
- To ensure that parents, pupils, visitors, staff and third parties receive a personalised and professional service
- The role demands that you will be located either on Reception or in the School Office and will alternate between

Specific Responsibilities:

- Answering all enquiries from prospective parents by telephone, email, online and in person
- Arranging tours and meetings for prospective parents
- Direct management of Headteacher's diary via Outlook in respect of tours (liaising with the Headteacher's PA)
- Ensure the Headteacher is briefed for all meetings/tours with relevant correspondence, documents/presentations
- Updating bespoke software for admissions with enquiry data and liaising with Head Office in this respect
- Drafting correspondence/emailing/telephoning prospective parents
- Arranging/Attending Open Days and promotional material/advertising banners
- Organising individual taster days and assessments for prospective students
- Liaise with the Curriculum Head and Heads of Year regarding sets, student buddies and form tutors for taster day students
- Collate taster day feedback from teaching staff and relay this to prospective parents
- Liaising with prospective parents at the beginning and end of the school taster day
- Organising/running Activity taster sessions
- Preparing contracts and documentation
- Managing scholarship/bursary applications
- Creating/maintaining student files and checking official documents

- Adding new parents to invoicing software Xero and creating school fees invoices
- Taking up references and requesting safeguarding information on students
- Updating Admissions documentation as necessary
- Attendance at Senior Schools' Fairs
- Briefing Heads of Year/Heads of Department/Transport Manager or SENCo as required and ensure that matters arising from any matters/meetings are dealt with by the appropriate people within agreed timescales
- Be responsible for all pupil files and administrative filing including confidential files
- Dealing with the process of pupils joining/leaving i.e. correspondence/files
- Creating/maintaining pupil databases including all new entrants/in-year admissions
- Be fully conversant with GDPR
- Use ParentMail for school to home communication
- Cover reception as required
- Cover attendance/registers when necessary
- Provide First Aid cover – training arranged if necessary
- Help with organising of school events
- Receive and appropriately deal with email correspondence
- Photocopying/scanning documentation as required
- Provide refreshments for visitors to the school as appropriate
- Assist with teaching staff and pupil enquiries
- First Aid trained (this can be arranged)

Other General Responsibilities:

- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken
- Order stationery and school supplies
- To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times
- Filing, archiving and mailing via post as required
- Answer incoming calls and ensure they are referred to staff as appropriate
- Operate as a flexible member of the non-teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach
- Work in the School Office to support the Receptionist and Headteacher's PA when required
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person
- To undertake staff training online or in person, including Educare
- Provide a high standard of customer care to all users of the school
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To attend school open days and school events as required
- To participate in training and other learning activities

Further General Responsibilities:

- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school.

Resources:

- To operate office equipment e.g. computers, scanners, copiers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports

Personal Specifications:

- Experience of working in a busy similar role, a school or with young people would be desirable
- Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel, Publisher, Outlook and Powerpoint. Training will be provided for our bespoke software
- The ability to work unsupervised and to prioritise work during peaks of commitment
- Good levels of written and spoken English
- Attention to detail
- Well-presented appearance and professional manner
- Understanding of the importance of confidentiality
- The ability to work as part of a team and to assist others when required
- Good organisational and administration skills
- Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging or sensitive situations
- Ability to work to work to deadlines/pupil number requirements

Appointment will be subject to enhanced DBS check, qualifications or relevant experience checks and satisfactory references

Requirements of the Admissions Registrar:

- To undertake Safer Recruitment Training
- To sign Safeguarding: Safer Recruitment Policy
- To complete Induction Period
- To sign the Whistleblowing Policy
- To sign the Safeguarding: Child Protection Policy