

SEVENOAKS SCHOOL

REGISTRAR





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend

performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



THE ADMISSIONS DEPARTMENT

The Admissions team of nine handles over 1,000 applications a year as well as hundreds more enquiries and visitors from across the UK and around the world. The close-knit team is a sector-leader, noted for its professionalism, efficiency and warmth. The aim is for every family to enjoy their contact with the school at every stage.

THE ROLE

The Registrar, reporting to the Director of Admissions, manages most administrative aspects of the admission of pupils to Year 9 and Year 7, as well as any ad hoc Year 8 and Year 10 enrolments. The Registrar is central to the department's success: they are a main point of contact for hundreds of families, and, working closely with the Registrar for Sixth Form Admissions, they supervise the other support staff in the team (one full-time, three part-time) to ensure the smooth running of the department.

The post becomes available upon the promotion of the current Registrar to Assistant Director of Admissions.

REPORTING TO

This role reports to the Director of Admissions.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

TELEPHONE/EMAIL ENQUIRIES:

- Responding in timely and accurate fashion to a wide range of enquiries ensuring a good first impression for prospective parents. Some calls, such as those regarding exam results or financial matters, require particularly sensitive handling.

INDIVIDUAL VISITS:

- Arranging visits to the school for prospective parents;
- Liaising with boarding house staff and student tour guides;
- Greeting parents on arrival and ensuring the visit runs smoothly;
- Taking parents on tour when students are unavailable.

GROUP VISITS AND OPEN MORNINGS:

- Sharing responsibility with the Sixth Form Registrar to set up and administer regular Saturday morning group visits;
- Arranging catering, venue bookings, boarding house staff for tours, students for tours, and answering parents' questions on the day.

SCHOOLS FAIRS:

- Occasionally joining or deputising for the Director of Admissions to represent the school to prospective parents at School Fairs.



EXAMINATIONS:

- Administering entrance exams and scholarships, including corresponding with parents, arranging timetables, organising the setting, proof-reading and printing of exam papers, organising invigilation, catering, student involvement, and the collation and calculation of results;
- Liaising with teaching and boarding staff to arrange overnight boarding and co-curricular activities for some candidates;
- Assisting on the day to ensure the day runs smoothly and is enjoyable for candidates;
- Preparing and sending out results to parents and prep schools;
- Administering overseas tests and individual tests taken out of the usual cycle.

INDUCTION

- Working with the Sixth Form Registrar to send out induction information and respond to queries from new joiner parents during the summer term;
- Assisting with the administration of induction events.

RECORD-KEEPING AND COMMUNICATION:

- Keeping a record of change of status for current pupils (e.g. confirmed and unconfirmed leavers, and requests to switch from day to boarding) and distributing to relevant staff;
- Maintaining an accurate record of numbers of applicants registered, tested, offered, etc., for

senior leadership team analysis;

- Ensuring maintenance of candidates' database records, in conjunction with the rest of the Admissions team;
- Collating and distributing key dates and venue bookings for the Admissions Department.

PERSON SPECIFICATION

The Registrar should:

- Have excellent communication (both written and oral) and interpersonal skills;
- Be reliable, flexible, accurate and methodical, with an organised approach to work, having initiative and the ability to work without undue direction to tight deadlines;
- Work well with others, building relationships within the school and outside;
- Enjoy speaking with parents and acting as the 'first ambassador' for the school, appreciating the central importance of both the child and parent experience throughout the admissions process;
- Have excellent IT skills (Word, Excel, Outlook and database operations);
- Be professional and completely discreet and tactful.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable,



flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 08:30 - 16:30 all year round, with the addition of 12 - 14 Saturdays per year worked from 08:30 - 13:00. This is a dynamic and responsive role, and some flexibility will be required outside of these hours. There may be occasional opportunities to work from home during the school holidays, but term-time working is fully office-based. **With occasional exceptions, all annual leave must be taken during school holiday periods.**

SALARY

A salary of £50,000 - £55,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme

- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is



obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 14/05/2025 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by

telephone on 01732 467740 if you have any questions about a completed application.