



Queen's College, London

Established 1848

Prep Registrar

Reporting to the Head of Admissions

Working closely with: Director of External Relations, Co-Heads of Queen's College Preparatory School, Marketing and Admissions Team, and relevant College and Prep School staff

The Role

Queen's College, London is seeking to appoint an outstanding Registrar to work primarily with Queen's College Preparatory School in Portland Place, central London.

The Prep Registrar is the first point of contact for prospective families and plays a vital role in delivering an exceptional admissions experience from initial enquiry through to enrolment.

Acting as a warm, welcoming and professional ambassador for Queen's College Preparatory School, the Prep Registrar will manage the day-to-day admissions process, ensuring that all prospective families receive a personalised and efficient service. The role requires excellent organisational skills, meticulous attention to detail, strong interpersonal skills and a commitment to providing outstanding customer service.

The successful candidate will largely be based at Queen's College Preparatory School in Portland Place and will work closely with the Head of Admissions, Director of External Relations and Co-Heads of the Prep School to support pupil recruitment, admissions events, assessments, onboarding and reporting. They will also maintain accurate admissions records and develop confidence in using HubSpot and other school systems to manage the admissions pipeline effectively.

Key Responsibilities

Admissions and Family Engagement

- Act as the public face of Queen's College Preparatory School for prospective families.
- Respond promptly, professionally and warmly to all admissions enquiries by telephone, email and in person.
- Build positive relationships with prospective families throughout the admissions journey.
- Maintain regular contact with applicants and parents, ensuring timely follow-up and progression through the admissions process.
- Manage admissions pipelines from enquiry through to acceptance and enrolment.
- Work closely with the Marketing and Admissions team to maximise conversion at each stage of the admissions cycle.

Visits, Tours and Open Events

- Organise and coordinate individual family visits and tours of Queen's College Preparatory School.
- Conduct tours for prospective families and visitors as required.
- Coordinate arrangements for taster sessions and assessment visits.
- Support the planning and delivery of Open Mornings, School in Action events, assessment days, induction events and offer-holder events.
- Liaise with colleagues across the school to ensure the smooth delivery of admissions and recruitment events.
- Represent the School at selected admissions, marketing and recruitment events, including occasional evening events.

Admissions Administration

- Manage the administration of the admissions process from enquiry to joining.
- Prepare and issue admissions documentation, offers and acceptance paperwork.
- Ensure all required documentation is received and recorded prior to pupils joining the School.
- Coordinate new joiner administration, including welcome packs, joining information and onboarding documentation.
- Liaise with Local Education Authorities (LEAs) where required.
- Maintain pupil records in accordance with school policies and regulatory requirements.
- Request and collate information from previous schools and other relevant agencies.

Assessments and Entry Process

- Coordinate admissions assessments and interviews.
- Schedule assessment days and liaise with teaching staff regarding arrangements.
- Ensure assessment outcomes are recorded accurately and communicated appropriately.

- Support the administration of scholarship and occasional place applications where required.

Systems, Data and Reporting

- Maintain accurate and up-to-date admissions records using HubSpot and other school management systems.
- Develop expertise in the use of HubSpot to track and report on admissions activity and conversion.
- Produce regular admissions reports and data updates for the Head of Admissions, Director of External Relations and Co-Heads.
- Support forecasting and planning activities.
- Ensure the accuracy, integrity and confidentiality of all admissions data.

Compliance and Regulatory Responsibilities

- Support UKVI compliance processes for international applicants where required.
- Assist with the preparation and maintenance of admissions records in line with regulatory requirements.
- Support the production of the DfE Admissions Register and related statutory returns.
- Ensure admissions documentation and records are maintained in accordance with school policies and data protection requirements.

Collaboration and Wider School Contribution

- Work collaboratively with the Marketing Team to support recruitment campaigns and admissions communications.
- Contribute content, information and feedback to support marketing initiatives.
- Build strong relationships with academic and operational colleagues across both the Preparatory School and College.
- Support selected College-wide events and recruitment activities as required.
- Undertake any other reasonable duties commensurate with the role.

Person Specification

The successful candidate is highly likely to have the following skills and experience:

Essential

- Excellent interpersonal and communication skills.
- Warm, welcoming and confident manner with parents, pupils and visitors.
- Strong organisational and administrative skills.
- Excellent attention to detail and accuracy.
- Ability to manage multiple priorities and deadlines effectively.
- Customer-focused approach with a commitment to exceptional service.
- Strong written communication skills.
- Confidence working with databases, CRM systems and Microsoft Office.
- Ability to work independently and collaboratively.
- Professional, discreet and reliable.
- Comfortable learning and using HubSpot or similar CRM systems.
- A strong team player with excellent relationship-building skills.
- Proud to represent Queen's College Preparatory School and Queen's College.

Desirable

- Previous admissions experience within an independent school or education setting.
- Experience of using HubSpot, SchoolBase or similar systems.
- Knowledge of UKVI requirements and international pupil admissions.
- Experience of organising events and visitor programmes.
- Understanding of the independent school admissions landscape.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children and young people

Terms and Conditions

- Permanent position
- Full time, with flexibility considered for an exceptional candidate
- Start date: as soon as possible
- The salary for this role is £40,000 - £45,000 per annum dependent on qualifications, skills and experience
- Normal working hours: 0830 to 1700, Monday to Friday
- Free lunch in the Dining Hall during term time
- Defined contribution pension scheme (up to 10% employer contribution)
- Healthcare insurance (taxable benefit)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.