



# SHREWSBURY HOUSE SCHOOL TRUST

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## **JOB DESCRIPTION for the post of REGISTRAR with additional responsibilities SHREWSBURY HOUSE SCHOOL**

**Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Primary Purpose:**

The Registrar is a key member of the Trust's Admissions and Marketing Team and provides a vital function in being the initial point of contact for each individual or family enquiring about the entry of a pupil into Shrewsbury House School, (SHS) whether in person or by any other means of communication. As successful applications develop into offers being made for a place, the Registrar is a key point of liaison to ensure the smooth transition of any new pupil in to the School Community, by ensuring all relevant staff receive the necessary information to fulfil a smooth admission into the School for every individual pupil.

In addition to having operational charge of Admissions, which aims to sustain the School Roll to the current capacity, the Registrar works closely with the Marketing Manager and directly supports that role, on various projects, when there is capacity to do so.

The Registrar maintains a close liaison with the Financial Controller to provide an accurate input for financial forecasting in respect of the current and future School Roll, and for parents in need of Bursary support. This includes close liaison with the Executive Head's Personal Assistant to ensure all notices to leave the School are accurately included in this data. The Registrar works closely with the Registrar of Shrewsbury House Pre-Prep School, (SHPPS) to ensure the smooth management of the entry process for pupils from SHPPS to SHS as pupils from SHPPS follow a different admissions process to that of the main 7+ admissions system.

The Registrar will actively assist the Marketing Manager and the Executive Head in promoting the Trust, by direct contact and relationship building with parents and pupils, and through contact with existing and potential feeder schools, by attendance at relevant exhibitions, assessment days, open mornings, and through various school marketing events to raise awareness of the School, the educational opportunities on offer and its facilities.

### **Reporting to:**

The post holder will report to the Director of Communications and Compliance.

In the absence of the Director of Communications and Compliance, the Registrar will report to the Executive Head and will liaise closely with the Personal Assistant to the Executive Head.

### **Key Tasks and Responsibilities:**

#### **General Admissions Process:**

- Responsible for overseeing the admissions process from initial enquiry to the pupil joining Shrewsbury House School. This includes:
  - Responding by phone/email or correspondence to all enquiries, prospectus requests, registrations and applications in a timely manner; within 24 hours during term time and to be

part of the team supporting contact for any rare enquires requiring immediate entry over the holiday period.

- Supporting the Executive Head during school tours for prospective parents.
  - Undertaking individual tours when required and as agreed with the Executive Head.
  - When required, meeting prospective parents in conjunction with other staff members individually to discuss important matters relating to their admission (e.g. to plan ahead for allergy management/SEND requirements), keeping appropriate records and advising the Executive Head, her PA and all other relevant staff of any information they need to know.
  - As agreed with the Executive Head, inviting candidates for assessment.
  - Providing co-ordination for the main assessment of potential 7+ entrants during the autumn of the preceding year of entry; supporting with the allocation of groups, copying papers, requesting reports from previous schools etc.
  - Ensuring ad hoc assessments are conducted appropriately and in a timely fashion.
  - Preparing risk assessments for the main assessment and other assessments on a needs basis. Ensuring that the parents' details as well as medical, SEND, and dietary needs of new boys are registered on the School database and that all staff receive lists of new boys with the above information and a picture of the boy is included.
  - Ensuring that the School meets GDPR requirements from the point of initial contact with parents and the recording of any prospective parent or pupil data on the School database.
  - Ensuring the outcomes of any assessments are made in a timely manner to the parents of all candidates and that any offers are supported to a conclusion in line with the offer deadline.
  - Maintaining relevant records and statistics relating to admissions.
  - Allocating new pupils to Tutor, Teaching Groups and Houses in conjunction with the Deputy Head - Pastoral.
  - Ensuring that all safeguarding declarations are received **before** a pupil starts at SHS.
  - Supporting the smooth entry of all new boys, including mid-term joiners by maintaining a close liaison with all relevant staff, in particular the Deputy Head – Pastoral and the Tutor.
  - Ensuring that all new pupil files are transferred to the Executive Head's PA's central files with all relevant information in good time before a pupil starts in the School.
  - De-register any mid-term leavers on a needs basis and in line with the local Safeguarding Partnership requirements.
  - Contact next schools of all mid-term leavers to ensure their safe arrival at their expected next school.
  - Support the Executive Head's PA in the transfer of leaver files to the pupil archive at the end of the academic year.
- Updating the School's Admissions Policy; the incumbent should ensure that the Admissions Policy and all admissions information relating to the relevant dates and process published on the School website is always correct.
  - Liaison with the other Registrars within the Trust and Registrars/Heads of other schools as required.

#### **Internal Marketing/Admissions Communication & Administration:**

- Ensure that the School's admissions database is up to date, and that all enquiries/records of prospective pupils and registrations are entered into the database.
- Ensuring regular and relevant communications are sent to new joiners from the point of acceptance of a place for 7+ in December of the previous academic year to their sons joining the School the following September.
- Ensuring all mid-term joiners receive comprehensive and timely information so they are well-briefed on all aspects of school life before they join.
- Providing support to the Marketing Manager as directed and agreed with the Director of Communications and Compliance.

## Event Management Overview

- Supporting school events related to prospective parents and pupil admission, e.g. Sport and Music Festivals, New Boys' Lunch, New Parents' Events, Visiting Morning, Familiarisation Morning.
- Working with the Marketing Manager, to ensure that appropriate packs, including promotional 'gifts' are available to prospective visiting parents and their sons.
- Providing support as required for admissions events at the Pre-Preps e.g. SHPPS & TR open events.

## School Minibus Provision:

- Work with the Trust's Transport Manager to review, monitor and develop the School's minibus provision for prospective families.
- Work with the Marketing Manager to ensure that the School's minibus provision is communicated clearly in writing and visually in relevant communications and on the School's various media channels to prospective parents.

## Shrewsbury House School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures; To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- To attend regularly and if asked contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

Signed: .....  
Employee

Signed: .....  
Line Manager

Date: .....