

Job Description: Registrar



The Registrar is directly accountable to the Principal for the admissions process at Ewell Castle School and the recruitment of pupils to the Nursery, Preparatory and Senior Schools. The Registrar is also responsible for monitoring and reporting on the School roll on an on-going basis. The postholder will work closely with members of the Castle Senior Leadership Team and Prep School Senior Leadership Team, as well as other key staff to maintain and develop effective School processes for the key points in the pupil journey through Ewell Castle.

Aims:

- To manage the efficient administration for the recruitment of all pupils into Ewell Castle School.
- To monitor the School roll and promote a positive joining, on-going and leaving experience for all pupils.
- To promote Ewell Castle School's vision, values and ethos with prospective pupils and parents.

Specific Responsibilities:

The Registrar is primarily responsible for the efficient recruitment of new pupils into the School (from Nursery to Sixth Form). In addition, the Registrar will also be responsible for managing the administration for current pupils who become leavers, and for producing regular updated reports for the Principal and for the Governors about the School roll. The Registrar also line manages the Admissions Officer.

Recruitment of new pupils:

- To be the first point of contact for enquiries from prospective parents, pupils and agencies.
- To arrange the sending out of the School prospectus, other literature and information.
- To arrange visits, tours and to take an active part in the organisation of open events.
- Process applications forms, adding pupil and parent information to iSAMS, arrange testing, taster days (Prep School), interviews and timely reference requests.
- To administer the transfer arrangements within the School at key points: Year 6 to Year 7 and Year 11 to Sixth Form (including the processing of all offer letters).
- To liaise closely with the Principal and Head of Prep School over all matters associated with pupil entry to the School, School roll etc.
- To liaise with the Learning Support and EAL departments regarding the support required for new pupils for assessments induction into the School.
- To oversee and administer offers, rejections and acceptance within the School's Admissions Policy.
- To liaise with the Bursar and Finance Department regarding registration fees and deposits.

- Build up good relationships and liaise with feeder and potential feeder schools, (including visiting schools and attending Senior School events) regarding prospective pupils, entrance examinations and reports.

Administration of new pupils joining the school and current pupils leaving:

- To administer the Entrance Examination events including the distribution of papers to HODs, collation of results and preparation of grade sheets for feeder schools.
- Prepare and distribute new pupil mailings and information packs, collate the replies and add data to iSAMS.
- Administer the new pupil induction days.
- Liaise with Administration Manager and Data Manager regarding parental access to *My School Portal*.
- Notify all relevant staff of new pupils joining and current pupils leaving the school.
- Keep an accurate register of withdrawals (leavers) from the School and liaise closely with the Principal's Office (following the initial communication accepting notice regarding the School's Terms and Conditions) and oversee the management of provisional leavers.
- Liaise with the Finance Department regarding fees in lieu and the return of deposits.

Recruitment and on-going monitoring of overseas pupils:

- To be responsible for administering the UKVI system for the School, including the renewal of licenses and allocation of places for the Tier 4 CAS system and, in liaison with the Director of HR & Compliance, for the Tier 2 system for staff.
- Maintain accurate records of visas for all pupils who are non-UK citizens along with attendance records for Tier 4 students and submit reports to the UK Border Agency.
- Notify private fostering arrangements to Social Services and assist in on-going liaison as directed by the Designated Safeguarding Lead.
- Keep up-to-date with requirements for monitoring and processing applications from overseas students.

Reporting on and monitoring of School roll

- To keep all admissions, joiners and leavers pupil data up to date on iSAMS and the appropriate spreadsheets.
- To produce a monthly report of current and projected pupils on roll for the Principal and quarterly for Governors' meetings.
- To collate and process data for the three census reports completed annually.

Administration of the bursary and scholarship process:

- To refer families interested in bursaries to the Assistant Bursar and to update pupil application information accordingly.
- To process applications for scholarships, including liaison with Heads of Departments.
- Coordinate and administer the scholarship assessments and produce letters of feedback for parents.

Other:

- Contribute to annual updates of parent handbooks and prospectus inserts in liaison with the Head of Marketing & Development.
- Plan and co-ordinate Admissions events and external exhibitions, which may take place at evenings or weekends on-site or off-site.
- To be aware of all the School's policies, in particular safeguarding.
- To assist at School functions, relating to Admissions, marketing and publicising the School.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

August 2021

Person Specification: Registrar



| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • High standard of literacy and numeracy. • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths. | <ul style="list-style-type: none"> • Degree or higher education qualification. • Training in GDPR matters. • Admissions or Sales & Marketing professional qualifications. |
| Experience | <ul style="list-style-type: none"> • School Admissions experience. • Experience maintaining strict levels of confidentiality • Experience developing and maintaining successful relationships with a variety of internal and external stakeholders. • Experience working to tight deadlines | <ul style="list-style-type: none"> • Previous experience as a Registrar • Experience of working in education. • Experience of Independent Schools Inspectorate and internal audit matters. • Experience of GDPR matters. • Experience of working with a (school) management information system or have proven transferable skills. |
| Knowledge & Skills | <ul style="list-style-type: none"> • Understand the workings of a School and how to work as part of a cross departmental team. • Skills to lead the Admissions and family onboarding process. • A passion and drive to meet targets, a commitment to excellence and a meticulous attention to detail. • Be an effective and confident communicator, having a good command of English, both spoken and written. • Ability to work as a team and on one's own. • Excellent IT skills – including a high proficiency in the use of Microsoft Office (including Microsoft Word, Excel, Outlook and PowerPoint) and other software relevant to the role. | <ul style="list-style-type: none"> • Knowledge of GDPR requirements their relevance in an educational setting. • Knowledge of the local area, feeder schools and competitor schools • Be able to proactively promote the school in all interactions with stakeholders |

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| Personal Qualities | <ul style="list-style-type: none"> • An awareness of the importance of confidentiality and data protection. • Hardworking, conscientious and able to take responsibility for own areas of work. • Able to juggle a varied workload and respond flexibly to changing priorities. • A commitment to safeguarding and promoting the welfare of children. • To display the highest levels of integrity and complete trustworthiness and discretion. • Excellent inter-personal skills with the ability to communicate sensitively with students, staff, parents, other stakeholders and members of the public. • Be a problem solver, and to be able to reflect upon one's own practice. • Be highly organised with excellent time management skills in order to prioritise a wide range of immediate, short and long term demands, whilst retaining a professional composure. • The ability to work independently, be a 'self starter and display initiative within jurisdiction • Display excellent collaboration skills. • Have an excellent punctuality and attendance record. • Be of smart professional appearance. • Flexible, versatile and self-motivated. • Confident and authoritative. • Ability to confidently role model the School's values. • Excellent sense of humour! | <ul style="list-style-type: none"> • Conversant with relevant educational issues and developments within the specific field but also in more general areas. • Understanding of school processes and environment. • An understanding of 'safeguarding' and its importance within the school environment. |
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Registrar

Further Details

Monday – Friday Full Time – 52 Weeks per year

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

The Registrar will take the leading role in the continuing development of pupil Admissions to the Pre Prep, Prep and Senior Schools. The Registrar holds a key role in promoting the Ewell Castle values to parents and pupils from initial enquiry stage, through application and entrance examinations and in the onboarding of new families. The Registrar needs to build and maintain sincere and trusting relationships with many stakeholders across the school and in the wider community. The recent growth of the school in pupil numbers is set to continue and the successful candidate will join us at a time of exciting change and development.

Ewell Castle is a busy and dynamic place to work with teaching and support staff working as a team to fulfill the School's mission: To inspire our children and young people to thrive, engaging them to excel in a creative and academic environment. We will instill a growth mind-set to develop: confidence, contentment and emotional intelligence.

This role is a Full-time position for 5 days (37.5 hours) per week throughout the year, the school offers a package of 25 days paid holiday a year plus all bank holidays. The Registrar is required at all Open evenings and feeder school events.

Potential candidates will need to demonstrate excellent attention to detail, experience of working in a busy environment and the ability to work flexibly within a team with changing priorities. An awareness of the importance of confidentiality and data protection in a School setting is essential. Please see the separate detailed job description and person specification for further information on this specific role.

In the Prep School, prospective pupils are invited in for a taster session during which they are assessed in English and Maths. Pupils applying to enter the Senior School are assessed by means of written examination, report and interview; main entry points are at 11+ and 16+. Academic criteria are not however the sole means of selection. The school strives to ensure a balanced intake with a range of academic abilities. The school has a fine reputation in the fields of Sport and the Arts and sets great store by its co-curricular provision. Pastoral care is given a very high profile within the school and it is also expected that a full part will be played by staff in the co-curricular life of the school.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales which currently track in excess of the maintained sector's pay grades and will reflect the experience and qualifications of the successful candidate.

Benefits currently include:

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Lunches are provided during term time, free of charge.
- The School maintains a contributory pension scheme for all Educational Support staff
- Interest free loans are available for the purchase of computers through the school.
- A 'cycle to work scheme' is offered.
- CPD opportunities are available to all staff. The School also offers a Bursary of up to 50% for professional qualifications, including Bachelors, Masters and Professional Body awarded qualifications at level 3-7.

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.

Further information about the School and an application form are available on our website: www.ewellcastle.co.uk.

*A completed **application form** with a **covering letter** (maximum 500 words) should be sent to the Director of HR & Compliance as soon as possible to: recruitment@ewellcastle.co.uk.*

*Please note that we are unable to accept CVs. Correspondence should be marked '**Registrar: Confidential**'.*

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

12/08/2021