



Post: Admissions Registrar

Responsible to: Head

We are seeking to appoint an experienced Registrar to deliver an effective admissions process and conversion strategy. Ideally you will have a background in school admissions, gained within a similar role in the independent schools sector and/or experience in a commercial front facing role. Applicants for this job should be proficient in school database management. You will be involved in and manage all aspects of admissions, guiding and influencing prospective parents through to joining the school, and assisting with the organisation of events such as Nursery and Reception Introduction Mornings, Nursery Open Mornings, Taster Days and Open Days.

Job purpose: Taking the lead in the admissions process, looking after prospective parents from enquiry to starting at the School. Working closely with the Marketing Manager on marketing the School including raising numbers on roll and raising the profile of the School. Applicants should have a warm and positive personality with the ability to create a good rapport with prospective pupils and their parents and to promote the school strongly to support recruitment and retention. Chandlings Prep intends every prospective parent and child should receive a bespoke, personalised service to ensure they have had a good experience during their admissions journey.

This is a full time role, with a holiday entitlement of 30 days per year, plus bank holidays.

Duties and Key Responsibilities:

Admissions

- To be responsible for all aspects of the School's admissions process with a view to maximising the number of enquiries, visits, registrations and joiners, whilst securing retention levels
- In conjunction with the Head maintain and develop appropriate recruitment strategies to ensure pupil numbers remain high
- Respond to all parental enquiries in a professional, timely and engaging manner and maintain close contact with parents throughout the admissions process, ensuring they feel comfortable and supported in their decision to invest in a Chandlings Prep education

- To monitor developments in admissions of competitor schools, assess the potential impact on Chandlings Prep and to identify, develop and provide recommendations for the SLT
- Maintain and update the admissions database and paperwork, ensuring that all contact data is accurately captured and maintained
- Keep prospective parents up to date and invite them to events such as Open Mornings
- Organise and attend all Open Mornings, liaising with all relevant departments in advance, following up with all families who attend
- Organise and conduct all individual tours
- Ensure compliance across all areas of admissions, to include overseas admissions
- Work closely with relevant staff to organise events such as assessment and taster sessions, acting as the point of contact for parents and teaching staff
- Track, manage, analyse and report on all elements of the admissions process including enquiries, visits, registrations, assessments, new joiners and premature leavers
- To complete the submission of the School Level Annual School Census (SLASC) to the Department of Education (DoE) and the ISC Annual Census
- Identify and develop new ways to attract and recruit pupils
- To review and update the School's Admissions Policy annually
- Collaborate with the Marketing Manager to maintain, review and update the Admissions page of the School's website with clear, engaging and accessible material
- Supporting the School Office and providing assistance when requested in order to ensure the smooth running of the administrative team

General

- Liaise with the Admissions teams across the Cothill Trust to share best practice and contribute to the Trust marketing strategy
- Understand and follow all School policies and procedures, specifically Safeguarding, Health and Safety and Fire Safety
- Review, record and plan your professional development and attend appropriate training and meetings
- Attend INSET sessions and other such meetings as may be necessary
- Develop and maintain excellent working relationships with children, staff and parents
- Undertake any other duties, which the Head may reasonably request.

Duties

The job description covers the principal tasks required for the Admissions Registrar. It is not necessarily a complete list of everything required for the full professional discharge of duties. The duties outlined in this job description may be modified with your agreement, to reflect or anticipate changes in the job.

Person Specification

Essential

- Dynamic and ambitious individual able to drive forward the admissions
- Empathy with the ethos and aims of the independent school sector and of Chandlings in particular
- Excellent communication and presentation skills, both verbal and written
- The ability to work as part of a team and sometimes under pressure
- Exceptional people skills, self-motivation and the ability to relate quickly and easily with pupils, parents and staff
- Excellent organisational, IT and administrative skills
- Experience in producing and evaluating data and preparing and presenting accurate and relevant management information
- The ability to build strong working relationships with teaching and support staff
- Experience of working in a busy office environment with the ability to prioritise tasks
- A sense of initiative, creativity, a sense of humour and a calm and unflappable manner

Desirable

- Educated to degree level or equivalent
- Experience of using a database e.g. ISAMs
- A background in Safeguarding or former DSL
- An understanding of the motivations, attitudes and aspirations of parents, children and other stakeholders interested in independent school education
- A proven track record working in Nursery, Pre-Prep and Prep school admissions

Set in sixty acres of beautiful Oxfordshire countryside, Chandlings Prep School is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, cookery, music and science facilities as well as two school halls. We have a new Astroturf, netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children here are nurtured and cherished as part of the Chandlings family.

How to apply

To apply: Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to Mrs S Brennan sbrennan@chandlings.org.uk before the closing date: Friday 10 September (midday)

- A covering letter addressed to Ms C Cook, Head
- A completed Chandlings application form, with the names and details of at least two referees. One of the referees **must** be your current or most recent employer. If your

current/most recent employment does/did not involve working with children, then the second referee should be the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.

- A CV can be submitted as additional information but it must not be instead of the application form.

Interviews will take place during the week commencing 13 September 2021

Shortlisted applicants are advised that references will be taken up **prior to interview**.

Interview Process: At least two references will be obtained and kept on file for each successful candidate and any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited. Child protection awareness is an integral part of the induction programme for new members of staff.

Appointment date: October 2021 or as soon as possible thereafter

Salary and Benefits: The salary will be dependent on experience and qualifications. You will automatically be enrolled in the Cothill Trust Pension scheme unless you exercise your right to opt out of the scheme.

Hours

Hours of work are 37.5 hours per week, all year round.

A flexible attitude to working hours is necessary as the post holder may be required to work additional hours for events such as Open Days.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Recruitment Checks: Chandlings Prep requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Safeguarding: All adults working at Chandlings Prep should be aware of and where necessary, follow the school's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www/oscb.org.uk>. The School's Safeguarding Policy can be found on the Chandlings website