

JOB DESCRIPTION

JOB TITLE	Assistant Registrar (Administrative)
DEPARTMENT	Admissions
REPORTING TO	Director of Admissions
SUPERVISORY RESPONSIBILITIES	None
SUMMARY OF JOB ROLE	
<p>To provide administrative support to the Admissions Department in all aspects of pupil recruitment and compliance.</p> <p>This is a key role in the Department and involves management and coordination of the Admissions processes, accurate record-keeping and compliance with policies and regulations.</p>	
MAIN DUTIES	
1.	Respond in a timely manner to enquiries from prospective parents (UK and International) by telephone, email and in person.
2.	Follow the process of admissions from first enquiry to enrolment.
3.	Maintain the admissions database, ensuring details of all potential applicants are captured. Update information on tracking applications and numbers.
4.	Create, populate and update pupil files.
5.	Organise the enrolment of new pupils and the timely capture and distribution of data, to include entering the pupil information on the College database (iSams).
6.	Maintain database of visa sponsored pupils in accordance with UKVI compliance requirements.
7.	Help with preparation of Open Days, Year 7 assessment day, Senior School visits etc.
8.	Attendance at Open Day and other marketing events as required.
9.	Preparation of reporting information on Admissions activities for the College management and Governors.



10.	To undertake any other duties that may be assigned, commensurate with the position, experience and salary. Undertake training and development as required by the post.
11.	Understand the importance of safeguarding in education In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
12.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

KNOWLEDGE AND UNDERSTANDING
<ul style="list-style-type: none"> • Good level of competency with Microsoft office and Excel and some experience of using databases.
SKILLS AND ATTRIBUTES
<ul style="list-style-type: none"> • An effective multi-task administrator with a focus on detail and accuracy. • Confident using Excel, mail merge, Word. • Excellent inter-personal skills. • Exemplary organisational skills. • Capable of prioritising a busy workload. • Flexible, adaptable with a can-do attitude. • Discreet and confidential manner.

PREPARED BY	Director of Admissions
DATE	September 2021

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____

