

# The Role

Cranford House is seeking to appoint an **Admissions Registrar** from Easter 2022.

The successful candidate will be the first and main point of contact for prospective families and will ensure a smooth transition through the admissions process into school life. They will deliver an exceptional level of service and will ensure a high quality of work that is representative of the reputation of the School. They will take a professional, reassuring, confident and proactive approach to all aspects of the admissions journey and will oversee a constant turnaround of enquiries, applications, meetings and visits throughout the year.

This is an exciting opportunity to use your first class organisational, administrative and multi-tasking skills to play an important role in a very busy admissions role in a leading independent day school.

Admissions is busy year-round; therefore, this role is full-time and requires someone who is proactive and forward-thinking, to ensure that during peak periods they are well prepared and responsive to the demands of the job.

Flexibility will be important and attendance at events outside the core working hours will be a requirement of the role. Salary will depend on the candidate's previous experience and professional qualifications.

**Closing Date:** 9am on Friday 25 February 2022

**Interview Date:** to be confirmed

Cranford House is just 5 miles from the historic market town of Wallingford and less than thirty minutes from the picturesque town of Henley-upon-Thames.

## Next Steps

Please visit our website <https://www.cranfordhouse.net/information/career-vacancies> to download an Application Form.

## Further Information

For more information, to discuss the role, or any aspect of working at Cranford House School, please contact Human Resources on 01491 651218.

# The Role

## Benefits

Cranford House pupils are happy, confident and motivated, giving them the perfect foundation to aspire to achieve across all areas of our broad curriculum. The small class sizes, close community and committed staff clearly promote our ethos as a welcoming, family school.

## Our Aims

- To provide a welcoming and nurturing community, which offers a dynamic, opportunity-rich education, firmly based on traditional values and which draws out the natural potential of each child.
- To maintain an environment where pupils aspire to achieve excellent progress across all aspects of the curriculum.
- To ensure pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey.
- To deliver teaching and learning at Cranford House that is imaginative, vibrant and challenging, meeting the needs of all learners through a differentiated approach, demanding high expectations and a shared accountability for all.
- To provide a broad and challenging curriculum which encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.

## Our Values

These aims are underpinned by the value system we use throughout the school. We have five core values:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

These values permeate all aspects of school life, from our teaching and learning, broad curriculum and strong pastoral care through to the respectful and supportive relationships pupils, staff and parents develop with each other.

# The Role

## Other benefits of working at Cranford House include:

- A competitive salary
- Strong commitment to professional development and internal progression opportunities
- Membership of the Pension Scheme
- Fee remission for eligible children
- Complimentary lunch and break time refreshments during term time
- Free use of Sixth Form Gym and outdoor heated pool (with enclosure) outside of the school day
- School Matron on site
- Use of our spacious School Library
- A stunning working environment with beautifully landscaped grounds and a listed building
- Free on-site parking and situated within easy commuting distance of both Reading and Oxford, with quick links by rail from neighbouring Cholsey to Reading, Oxford and London.
- A supportive community of highly motivated students and staff

# The Role

## Safeguarding

Cranford House School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service and, where applicable, a Barred List, Prohibition and Overseas checks. Shortlisted candidates will be required to complete a Self-Disclosure form. If you are successful in your application, you will be required to complete a DBS Disclosure.

Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. Cranford House School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Cranford House School.

Please see our Safeguarding policy  
here: <https://www.cranfordhouse.net/information/policies>

# The Role

## Job Description

**Role:** Admissions Registrar

This is a full-time, year round role working 9.00am to 5.30pm, Monday – Friday with 6 weeks annual leave plus bank holidays.

Holidays are to be taken during school holiday periods subject to mutual prior agreement.

## Job Purpose:

To be the main point of contact for prospective families throughout the admissions process, providing an exceptional level of service at all times. To take a professional, reassuring, confident and proactive approach to all aspects of the admissions journey. To oversee a constant turnaround of enquiries, applications, meetings and visits throughout the year and be responsible for the smooth induction and transition to school life.

**Accountable to:** Headmaster

**Responsible for:** Admissions Assistant

# The Role

Responsible for:

## Admissions

- Oversee the admissions process from enquiries through to prospectus, visits, assessments, interviews, scholarship process, offers and enrolment, including all general questions, administration and school communications, always with the aim of building and maintaining a good relationship with families.
- Provide an approachable and welcoming response to enquiries concerning pupil admissions, by telephone, email and in person.
- Ensure that all enquiries and applications are followed up in accordance with agreed school procedures and timescales.
- Be responsible for with the management of entrance examination days in Senior School.
- Organise and support the facilitation of School tours and meetings with key members of staff, including the Head, ensuring the Head meets prospective new families and pupils.
- Liaise with other schools to request references, school reports, etc. to accompany applications to Cranford House.
- Visit and otherwise foster relationships with feeder schools at all key entry points in order to promote the School to prospective parents.
- Assist the Head with the process of making offers, maintain records of responses, regularly update the Head on responses received and initiate appropriate follow up to responses.
- Oversee all payment, billing, academic and pastoral needs before enrolment, liaising with other departments in School.
- In consultation with the Head, carry out work involving the application of bursaries and scholarships for applicants.
- Ensure that parents of new students receive, and return completed when required, relevant documentation.
- Assist with form and house allocation and preparing pupil induction materials as required, providing relevant teaching staff with the required documentation relating to new pupils and their induction.
- Keep records of all conversations with parents regarding applications and offers, to assist the Head in responding to queries or complaints.

# The Role

## Accountabilities

### Admissions

- Maintain student records and input of data as required, ensuring that information is up-to-date, readily accessible and managed in accordance with data protection requirements. Ensure that the admissions data on the School's data management system is up to date and accurate and is being used effectively.

### Administration

- Maintain the Admissions Register in line with current legislation.
- Ensure that pupil new starter and leaver data is accurately and promptly updated in SIMs and is communicated to key stakeholders in the School.
- Ensure that the Accounts Department is promptly informed of pupil leavers, new starters and any changes in financial assistance, so that fee billing is as accurate as possible.
- Preserve archive records for admissions and arrange for old records to be destroyed, as necessary.
- Produce offer letters and other official communications, signed by the Head, as well as ensure all accompanying documentation is administered in appropriate timeframes.
- Keep admissions procedures and documentation (e.g. standard letters) under review to ensure that they are meeting objectives and make recommendations for change, as needed.
- Provide admissions information for reporting as required by the Head.

### Strategy

- Devise a series of ancillary schemes to support the integrated marketing strategy, including a communications strategy that raises the profile of the School locally, nationally and overseas, liaising with other departments as required.
- Track the performance and actions of competitors.
- Formulate and develop parental surveys to monitor the School's admissions process, inform future marketing and admissions policies and strategies, as well as wider School plans.

# The Role

## Strategy

- Feed all strategy information into the School's Development Plan.

## Marketing

- Working closely with the Marketing Department to assist with the organisation of, and participate in, assessment days, open days, taster days, induction days, welcome evenings, enrichment days, exhibitions, etc., ensuring prospective parents and their pupils receive appropriate information and have a positive experience.
- Contribute generally to the positive promotion and marketing of Cranford House in the local and wider community.
- Play a key role in the Marketing and Admissions Department, to ensure the aims and objectives of the department are met.

## Other

- Ensure the School's admissions data is ISI compliant.
- Ensure the School's admissions and marketing work is compliant with data protection legislation, including GDPR.
- Prepare the annual budget and work within an agreed annual budget.

## Training & development of self & others

- In liaison with line manager, set personal targets and take responsibility for own continuous professional development.
- Liaise and share best practice with colleagues both in the department and the wider school.
- Attend INSET and Open mornings.

## General requirements - All school staff are expected to:-

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support the whole school traditions and values of the school.

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## General requirements - All school staff are expected to:-

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's H&S and First Aid policies to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively and fully in the annual performance review process;
- Adhere to policies as set out in staff handbook.
- Undertake other reasonable duties related to the role (e.g. break/lunch/after school duties) as required from time to time.

## Review and Amendment

- This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# The Role

## Person Specification

### Skills Required - Essential

- Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines/meet admissions targets
- Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately and approach tasks in a systematic way
- Excellent interpersonal and communications skills with the ability to relate well to people on all levels with sensitivity, tact and diplomacy and understand the views of others
- Have the ability to maintain a high work standard whilst juggling a range of tasks and competing priorities
- Excellent writing, proofreading, command of written and spoken English and attention to detail
- Have the ability to work independently and collaboratively with others when required
- Good telephone manner and ability to deal with callers and visitors in a calm and courteous way
- Sufficient numeracy to deal with statistical data
- Excellent self-management skills including the ability to plan time effectively, organise oneself well, solve problems and make decisions
- Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Office365, Word, Excel and experience of database input
- To be the face of Cranford House School and reinforce and communicate our image and brand

### Knowledge Base - Essential

- Excellent professional knowledge and understanding
- Knowledge of office management processes
- An understanding of customer lifecycle

### Knowledge Base - Desirable

- Knowledge of safeguarding issues
- An understanding of the principles of marketing

# The Role

## Person Specification

### Knowledge Base – Highly Desirable

- Experience or an understanding of working in schools in a similar role, preferably in the independent sector

### Qualifications/Attainment – Essential

- Good A levels or equivalent
- Relevant experience in admissions or similar

### Qualifications/Attainment – Desirable

- Good honours degree

### Experience – Essential

- Evidence of substantial administrative experience in a complex organisation
- Previous experience of working in a complex, busy, service-driven environment

### Experience – Desirable

- Experience of working in a school environment, preferably in the independent sector
- Experience of managing a database e.g. SIMS or specific school admissions software

### Attitude/approach – Essential

- Possess a positive attitude and approach to change and development
- A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.
- An understanding of the stress felt by parents during the admissions process

# The Role

## Person Specification

### Attitude/approach – Essential

- Honesty, energy, stamina, enthusiasm and flexibility
- A willingness to give generously of their time to support school events and activities
- An enjoyment of working with new families and being a part of their journey
- Professional but friendly demeanour in relation to all members of the school community
- Well-groomed, with dress standards and appearance appropriate to the role
- Possess a 'can-do' attitude and a willingness to get involved
- Enjoy rising to the challenges inherent in a school environment

### Attitude/approach – Essential

- Ability to enthuse children and adults
- Lifelong Learner

# The Role

## General

Cranford House is an independent school and, as such, requires a high commitment from all staff, both in terms of energy levels and time commitment.

### A member of staff should:

- Be supportive of the spiritual and moral ethos of the school. This means complying with and upholding the school's ethos as found in our prospectus, as well as attending the school's religious services (held in local churches) and assemblies. Any member of staff may be asked to help with a Form Assembly or lead an assembly from time to time.
- Be supportive of the school's educational aims and objectives, found in the Whole School Development Plan, and of colleagues.
- Have the pupils' welfare at the heart of everything they do. Staff must follow the School's Child Protection Policy and refer to the Safe Recruitment, Supervision of Pupils and Health & Safety Policies. Staff must observe confidentiality as outlined in their contract of employment.
- Be flexible. As a small school, every member of staff must be prepared to undertake other duties within reason and help out in sometimes unexpected ways.
- Be prepared to offer over and above the norm, especially in terms of meeting parental requirements and in terms of extra-curricular activities.
- Understand that they are part of the whole school and, therefore, have in mind the needs of the whole school, not just their section (e.g. Junior School/Maintenance etc.).
- Understand that the School must run itself as a business concern which means that every member of staff is part of the marketing process.

### Professional qualities:

- Relevant and appropriate qualifications as specified in the Job Description and a willingness to undertake further training
- Good record of continuing professional development
- Excellent knowledge and understanding of current educational issues
- Show confidence in the use of new technologies

# The Role

## Interpersonal Skills:

- Have an understanding of how to motivate and inspire colleagues and pupils
- Have an ability to build and sustain a positive and appropriate working relationship with pupils, staff, Governors and the local community
- Be a leader and a team player
- Show responsibility for self and others
- Be a good communicator, both orally and written.

## Desirable Personal qualities:

- Generosity of spirit and positive approach to life
- Tolerance and open-mindedness
- Flexibility and adaptability and a willingness to move with change
- Risk-taking
- Commitment
- Passion for subject
- Team spirit
- Loyalty
- Reliability
- Be robust
- Have enthusiasm – show a willingness to be involved
- Have a sense of humour

# The Role

Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to submitting an application for any position. All members of staff working at Cranford have responsibility for Safeguarding Children.

## Application process:

- Only applications will be accepted from candidates who use the Cranford House application form. Please note, CVs will not be accepted in substitution.
- Application forms must be signed by the applicant. Typed or hand-written application forms are both accepted but the declarations on the final page of the application form must include the signature of the candidate.
- All applicants must ensure they submit the completed application form.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service – [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, even those regarded as 'spent', must be declared using the self-disclosure form, which should be completed by shortlisted candidates only.
- Only applications received in advance of the closing date will be considered.
- If a candidate is currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, the current employer will still be asked about the candidate's suitability to work with children. The employer may answer 'not applicable' if the duties have not brought the candidate into contact with children or young persons. The school may contact any of the candidate's previous places of work, whether or not they have been named in connection with a referee.

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## Shortlisting:

- After the closing date, applications will be reviewed and the shortlisted candidates will be invited for interview.
- Candidates who are not selected for interview will be informed by email as soon as possible after the closing date.
- Cranford may seek references on shortlisted candidates prior to interview.

## Interviews:

- Candidates invited to interview must bring with them three forms of original ID including at least one of the following: passport or photocard driving licence or full birth certificate. Other acceptable forms of ID include a bank statement or utility bill issued within the last three months and/or a council tax statement issued with the last twelve months. At least one form of ID must show your current address. If these documents are unavailable, please contact HR who will be able to provide details of other acceptable official documents.
- Original qualification certificates must also be brought to interview.
- It is usual for an interview to involve a skills test where appropriate and a lesson observation in the case of teachers.

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## Conditional offer of employment

- All offers of employment for any position at Cranford are subject to the following pre-employment checks:
  - Receipt of two satisfactory references. All references will be validated by phone.
  - Verification of identify (name, address, DOB)
  - Verification of qualifications
  - Verification of professional status such as GTC registration, QTS Status (where required), NPQH
  - Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
  - A Barred List check
  - A satisfactory enhanced check with the Disclosure and Barring Service. The candidate is responsible for bringing in the original DBS certificate for HR to see as soon as it is received prior to commencing work. Failure to do so will result in a delay to the start of the contract.
  - A check that no Prohibition Orders exist (for Teachers only)
  - A completed medical declaration that states that the candidate knows of no reason on the grounds of health why they are not fit to carry out the duties associated with their position
  - Overseas police check – if the individual has lived/worked abroad in the last five years, a police check from the country in which they were living will be required.
  - Satisfactory completion of probationary period
  - Completion of Safeguarding Training

Under no circumstances should any individual start work at Cranford House until all these checks have been carried out and HR have confirmed by letter/email. In exceptional circumstances and at the discretion of the Headmaster, a candidate may start work before the DBS certificate has been received providing all other checks including a Barred List check are complete. A full risk assessment will be conducted and appropriate supervision will be put in place.

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## Warning

Where a candidate is found to be on the Children's Barred List, Adults' Barred List or the Protection of Children Act List; or

- the Enhanced DBS disclosure shows they have been disqualified from working with children by a Court; or
  - found to have provided false information in, or in support of, their application; or
  - is the subject of serious expressions of concern as to their suitability to work with children
- the facts will be reported to the Police, the Department for Education and the Independent Schools Association.