



Russell House

Job Description for:

Registrar/PA to the Head/Clerk to the Governors

March 2022

Responsible to: The Head
Responsible for: The School Administrator, Marketing & Social Media Officer

Hours of work: 8.30am to 4.30pm plus additional hours as required
Term time only plus one week at the beginning of each term
Holiday time support as necessary

Registrar- Marketing & Admissions

- Communicate with current or prospective parents whenever appropriate, including follow up of enquiries and visits
- Deal courteously and confidentially with visitors, telephone callers and emails
- Conduct school tours for prospective parents
- Maintain records as may be required, including admissions, transfers, leavers, and pupil records on PASS
- Liaise with the Marketing Director and manage the Marketing & Social Media Officer to ensure a smooth and effective management of day to day responsibilities for bulletin, website, advertising, PR, school magazine etc
- Be an active participant at parent Coffee Mornings hosted by the school and School Open mornings, welcome parents and impart school information as appropriate.
- Deal with all website admissions and marketing enquiries

PA to the Head - Administration

- Proactively plan workload, manage diary commitments and deal with correspondence relating to the Head's responsibilities in leadership and management of the School.
- Draft as directed by the Head, responses to emails and letters
- Provide the highest quality range of secretarial services to the Head including, draft, minute taking, photocopy, filing and dissemination of documents
- Assist in the administration of personnel/staffing matters as directed. This includes preparing schedules for interviewing staff, and dealing with all ancillary matters.

Clerk to the Governors

- Prepare and distribute Headmaster's Report to Governors
- Keep the Governors and Governor Advisers apprised of dates for each termly meeting
- Collate and distribute agenda and take minutes of Termly Governors' Meetings
- Monitor requests for work commissioned by the Governors, progress and chase as required

General Administration

- Be an effective member of the Administrative Team
- Organise the school calendar, produce a draft, in consultation with staff, each half term and enter the confirmed information on the school web calendar and arrange for printed versions for the start of each term
- Prepare documents and presentations in accordance with the School's adopted style
- Ensure that all materials for meetings are prepared and distributed in a timely manner
- Take, prepare and distribute minutes of SMT meetings, staff meetings and any other meetings as directed by the Head, ensure that these are managed appropriately
- Assist with the security and dispatch of confidential papers

Professional Standards

- Take part in arrangements for the appraisal of performance.
- Attend Monday CPD meetings and any other staff meetings as requested
- Attend Inset days, the day before the start of each term and two days in September.
- Periodically review own methods of working
- Take part in arrangements for further training and professional development
- Understand the need for the School's unwritten 'give and take policy' in terms of commitment.
- Appraise yourself of School routines and expectations through the Staff Handbook, policy documents and contract of employment.
- Aim for excellence and encourage pupils to do likewise.
- Support and maintain loyalty to the School at all times both during and outside School hours.
- Help develop School ethos, aims, values and standards.
- Be familiar with and follow school mission statement, Expectations of Behaviour and the SCHOOL and FRIENDS codes.
- Embrace new practices.
- Create and maintain positive and supportive relationships with staff, parents, the local community and the Governors
- Be professional at all times and dress appropriately for the level of responsibility this senior post demands.

Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.