



Job Description

Job Title: Senior School Registrar – Boarding Pupils

Reports To: Director of Marketing, Admissions and Engagement

Purpose of Job:

To effectively lead and manage the Senior School's Boarding admissions process in order to maximise the number and quality of Boarding pupils on roll in line with enrolment targets. To ensure that a proactive and comprehensive admissions service is provided to the School.

Whilst this role will focus on admission of Boarding pupils, this role will also support the admissions process of Day pupils in collaboration with the Senior School Registrar – Day Pupils.

Main Duties and responsibilities:

Parents and Communication:

- To lead a warm, effective and efficient admissions experience for all pupils and families from first contact to pupil enrolment.
- In collaboration with the Director of International Relations, organise a programme of activities annually in the UK and overseas for key personnel to meet agents and families of potential boarders.
- To organise and undertake parent tours and liaise with prospective pupils and their parents ensuring a welcoming and efficient point of contact between parents and the School concerning all aspects of the Admissions.
- To ensure that all communications with prospective and existing parents relating to school admissions are timely, accurate and as smooth as possible for parents and pupils.
- To work with the Headmaster to communicate details of places offered, scholarships and bursary awards following assessments of pupils.
- To follow up on enquiries from agents and parents who have made contact with the school.
- To ensure that information relating to admissions on the School Website is up to date and accurate.
- To effectively communicate information regarding scholarships to both current and prospective parents, ensuring information on the website is up to date and that the process is clear.
- To ensure that stocks are maintained of admissions communication materials and are regularly reviewed.
- To ensure the delivery of a high-quality support service at all times.
- Assist overseas families in ensuring that appropriate and compliant guardianship arrangements are in place for all students joining the School, to be well informed and able to advise families of suitable guardianship agencies.

Visas and Compliance

- To act as Level 1 User on the Sponsor Management System.
- Ensure the School meets all sponsorship duties to retain its sponsorship status, and assisting with sponsorship activities such as licence renewal, annual BCA, CAS/COS annual allocations and on-site audits.
- To keep informed of all immigration/visa legislations relevant to students.
- To maintain procedural documents pertaining to visa checks, expiring visas, withdrawals from study, changes to study plans, visa refusal and Tier 4 reporting.
- Ensure that record keeping, and reporting requirements are maintained.
- Identify and verify immigration status of all non-UK/EU Nationals and provide advice on any restrictions to study
- To provide guidance to students with visa applications via email and individual meetings, including checking of the final application prior to submission.
- Ensuring all student documents are correct before the creation of a CAS.
- Issuing of short-term study visa letters as directed.
- Ensure that students have registered with the police, where required.
- To provide support and guidance to students who have lost passports

Reporting:

- To liaise with the Headmaster and Director of Marketing, Admissions and Engagement to set and monitor admissions targets through the Pupil Population Model, to make recommendations to reach these targets and prepare reports for the School Leadership Team to be able to ensure that appropriate pupil numbers are maintained.

Data and Management:

- To ensure that the admissions data on both the School's data management system and in archive is up to date, accurate and is compliant with the latest data protection protocols.
- To comply with the School policies and procedures regarding data protection and record storage.
- To track, manage and analyse the admissions statistics (including enquiries, visits, registrations, offers, deposits, joiners and leavers) on the database and report figures regularly to the Headmaster and Director of Community and Communications.
- To maintain the prospective parents' database module and ensure accurate and timely data-input for every stage of the admissions process.
- To ensure that Finance Department is promptly informed of deposits received, new starters, pupil leavers and any changes in financial assistance, so that fee billing is as accurate as possible.
- To assist with house allocation and preparing pupil induction materials as required, providing relevant teaching staff with the required documentation relating to new pupils and their induction.
- To collect and distribute all necessary information and documentation relating to new joiners, including curriculum option choices whilst also making relevant staff aware, through the sharing of appropriate data, of any information about new joiners which affects our routines or procedures.

- To record all option choices from prospective students to ensure that the Curriculum team have the information to place new students onto the timetable and into appropriate classes
- To ensure that information and documentation supplied by applicants meets the School's requirements and is complete.
- To ensure that the School complies with the UK Visas & Immigration regulations for school admissions, through the effective liaison with the Admissions and Visa Coordinator, ensuring appropriate handling all Tier 4 applications and associated requirements.

Events:

- To liaise with all relevant staff members to ensure the smooth running of all entrance assessments.
- To assist with the organisation of Whole School Open Days and evenings and other admissions events as appropriate.
- To work with colleagues to organise, administer and promote Induction/Transition Days, Assessment Days and new parent events.
- To liaise with all relevant staff members regarding scholarship days to ensure everyone is informed and has up to date information.
- Ensure that good relations are maintained with key agents, including ensuring proactive and timely communications throughout the admissions process.

General Responsibilities:

- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- To display correct staff identification at all times whilst on site
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- To attend Royal Russell Day and School Open Days.
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure personal safety and that of colleagues, pupils and visitors
- To carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification – Senior School Registrar – Boarding Pupils

The person specification focuses on the range of criteria required to undertake the role effectively.

Criteria	
Education and Qualifications	<ul style="list-style-type: none"> • GCSE in Maths and English at Level 4 or above, or equivalent • Educated to A Level or equivalent • A commitment to continuing professional development
Knowledge and skills	<ul style="list-style-type: none"> • Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines • Computer literate, with good familiarity with Microsoft Office applications and database management (preferably iSams) • Ability to work with accuracy, with good attention to detail • Excellent organisational skills, able to multi-task • Ability to communicate succinctly, effectively and attractively both orally and in writing, using appropriate language • Good analytical and problem-solving skills • Strong customer service skills with an excellent telephone manner
Experience	<ul style="list-style-type: none"> • Experience of working in a School environment • Experience of a professional admissions process, including meeting and greeting visitors, and responding to emails and telephone calls
Personal competencies and qualities	<ul style="list-style-type: none"> • Friendly and approachable with a can-do mind-set • Tact, sensitivity and the ability to handle confidential material with discretion • High degree of personal motivation, initiative, energy, creativity and drive • Ability to build effective working relationships with parents, pupils and staff • Able to remain calm and professional in all situations • Able to take ownership of a task and see it through to completion
Other requirements	<ul style="list-style-type: none"> • Able to travel abroad to meet agents and families. • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Empathy with the ethos and aims of Royal Russell School