

## Assistant Admissions Registrar

Haberdashers' Girls' School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS record check.

Haberdashers' Girls' School is one of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our professional services staff play a vital role in the delivery of high quality academic and pastoral care for each and every student.

**Role:** Assistant Admissions Registrar

**Reporting to:** Admissions Registrar. The overall responsibility for Admissions lies with the Director of Admissions, Co-Curricular and Events

**Hours:** 08.30am – 5pm (with one hour for lunch), although flexibility in working arrangements will be required.

Contract: All year round or Term Time Plus. The post holder is required to be in school as necessary from the date that GCSE results are released until the start of the Autumn Term. The post holder is also required to work up to 3 consecutive Saturdays during the January/ February interview period and to work on the 4+ Assessment days prior to the start of the Spring Term

**Salary:** Up to Point 24 on the Professional Services Salary scale, £34,272 gross per annum full-time equivalent.

### Overview

The Assistant Admissions Registrar is responsible for leading the admissions process in the Junior School, from initial enquiry, organisation of admissions events and the assessment process all the way through to admission and supporting induction. The Admissions Registrar will also support to the work of the Admissions department as a whole, have a thorough understanding of all admission entry points and play a key role in contributing to a positive and consistent school image.

The role will include, but not be limited to, the following duties:



## Responsibilities

- Working under the direction of and alongside the Admissions Registrar, the Assistant takes responsibility for the 4+,7+ and Occasional Place points of entry to include:
- Being the primary point of contact for all prospective parents and pupils at these points of entry
- Working with Junior School Head and phase leaders to manage the assessment process
- managing assessment papers, decisions meetings and data
- Writing and handling all communications to parents (phone calls, emails, website)
- Open mornings, welcome events and co-ordinating induction literature
- Coordination of post-acceptance school and nursery visits.
- Liaise closely with Head of Academic Support regarding all applicants with individual needs.
- Responsible for room booking catering and maintenance requests for all admissions events.
- Responsible for managing all payments on evolve.
- Attending weekly events meeting.

## Other Responsibilities

- Working under the direction of and alongside the Admissions Registrar, the Assistant supports the 11+ and 16+ entry points with organisation and coordination of administrative activities.
- Process and manage data from all points of application for all entry points.
- Ensure all admissions records and statistics are kept accurate and up to date.
- Communication with prospective parents and pupils at all entry points.
- Attend external promotional events, including those out of school hours.
- Planning and preparation for School in Action mornings for all entry points.
- Develop positive working relationships with departments and colleagues across the School.
- Undertake any ad hoc duties which the Admissions Registrar and Deputy Head Admissions, Co-Curricular and Events may from time-to-time reasonably request.
- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school
- To report any Health & Safety problems
- Safeguarding responsibilities.

## Person Specification

<b>Experience:</b>	<b>Essential/ Desirable</b>
Experience of working in an educational environment.	<b>D</b>
Experience of working in a school admissions/office environment	<b>D</b>
Experience of working in a complex, busy, a public-facing environment	<b>E</b>
Experience of MS office, Excel and managing a database e.g., iSAMS.	<b>E</b>
Experience of working closely with a small professional team.	<b>E</b>

<b>Qualifications:</b>	
Strong A Levels or equivalent	<b>E</b>
A university degree to at least undergraduate level	<b>D</b>
<b>Skills &amp; Abilities:</b>	
Excellent written and oral communication skills	<b>E</b>
Strong interpersonal skills	<b>E</b>
Excellent organisational and administrative skills	<b>E</b>
Excellent drafting and proof-reading skills	<b>E</b>
Excellent numeracy skills and ability to manipulate and analyse statistical data	<b>E</b>
Excellent attention to detail	<b>E</b>
Awareness of current data protection legislation	<b>E</b>
Able to work independently and flexibly as part of a team	<b>E</b>
An ability to take instruction and direction and to be held accountable	<b>E</b>
Excellent time-management and an ability to prioritise effectively	<b>E</b>
Dealing with members of the public in a clear, calm and diplomatic manner	<b>E</b>
A very strong work ethic, a willingness to work under pressure and to tight deadlines	<b>E</b>
Discretion and confidentiality	<b>E</b>

### **Professional Services Staff Benefits**

Currently the schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses
- Enrolment into the Schools' pension scheme, with 12% employer contribution, based on 5% individual contribution.
- Group Life Assurance (4 x salary)
- Free lunches, other meals, and refreshments
- Free parking on site
- Free coach travel on the service provided by the school (subject to availability)
- Tax free bicycles for work through the Cycle to Work Scheme
- Free use of the state-of-the-art sports centres, including fitness suite, swimming pool and squash courts
- Annual flu vaccination
- Employee Assistance Programme