



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Registrar - Job Description

Summary of the role:

The purpose of this role is to manage admissions applications to Battle Abbey School, and to provide a high level of customer service throughout the admissions cycle. They will directly oversee pupil enrolment from initial enquiry through to arrival at the Senior School and Sixth Form. They will work closely with the Prep and Nursery admissions offices to develop a coherent and collaborative admissions approach across the through school.

They will liaise with the Headteacher, Senior Leadership Team, academic, pastoral and support staff with regard to recruitment strategies, academic standards, the assessment of applicants, the awarding of scholarships and the induction of new students.

The Registrar will maintain accurate pupil records and ensure compliance with the school's Admissions Policy and with statutory standards including managing the school's UKVI licence to sponsor international students.

Reporting to: Senior Deputy Head

Main duties and responsibilities:

- organise and manage the admissions' process from enquiry to entry at the Senior School, and work closely with key staff to align the admissions process at the Nursery and the Prep, using the school's computerised Management Information System and ensuring the Admissions Policy and related documents are updated annually
- be responsible for maintaining the admissions number forecast, regularly reporting and forecasting numbers for the through school to SLT and Governors
- work on a day-to-day basis in conjunction with the Headteacher, Senior Deputy Head, Bursar and Marketing Manager on all matters relating to Senior School and Sixth Form admissions
- ensure compliance with UKVI regulations regarding the school's licence to sponsor international students
- Ensure that all enquiries regarding prospective pupils are responded to promptly and followed up at all stages, including the management of any waiting list, to build rapport with prospective families and ensure families receive a timely and appropriate response that leaves them with a positive impression of the school
- undertake appropriate follow-up after events to nurture new connections, build on existing relationships and encourage prospective families to register and accept place offers
- organise Senior School visits and tours for prospective parents and pupils
- organise internal admissions events at the Senior School and Sixth Form, in conjunction with the Marketing Manager, and support similar events at the Prep and Nursery
- represent the school at local and national recruitment events as required
- liaise with the SLT regarding entrance examinations, scholarship assessments and results
- Liaise with and develop good relationships with feeder and potential feeder schools, regarding prospective pupils, entrance examinations and reports
- Oversee offrolling and onboarding processes
- Actively develop a strong diverse pipeline of international boarding pupils by maintaining professional

relationships with Educational Agents and through direct recruitment

- Work with the Head of Boarding to support engagement with new boarders and boarding induction
- Compile biographies of new students and share with boarding, academic and medical staff
- Maintain up-to-date admissions literature and information for the website
- Support the Marketing Manager with admissions content for the production of the School's marketing material, including the school website

These tasks are not intended to be exhaustive, but they highlight a variety of activities the post-holder should expect to undertake.

Person Specification

Personal Characteristics and Skills:

- excellent interpersonal and communication skills – friendly and approachable. The Registrar is the first point of contact for admissions and works with prospective parents, current parents, students, staff and other schools and will be an ambassador for the school
- manage and prioritise workload effectively and with a responsive approach
- enthusiastic and versatile team player
- excellent administrative and presentational skills, both orally and in writing
- excellent level of IT literacy
- able to work under pressure and be self-motivated with energy and initiative
- excellent organisational skills, and be able to plan and organise events to promote the school.
- smart professional appearance
- take an active role in the promotion of the School and its aims and ethos, maintaining a keen interest in the whole school in order to speak confidently about the school's academic and extra-curricular offering
- be discrete and respectful of confidentiality, and the need to comply with UK GDPR regulations and other policies
- willingness to extend knowledge and develop professional practice through training
- flexible approach to work (some weekend and evening work will be required)

Professional Experience or Knowledge:

Essential:

- sales experience and customer relationship management
- understanding of the highly-competitive independent school market

Desirable:

- experience in a Registrar role or of the education sector
- degree and/or equivalent professional qualification
- experience of working with school management systems and using IT to establish and develop administrative processes
- experience of compliance with Government regulations, ideally in the context of UKVI's student sponsorship system
- experience of establishing and managing relationships with partner organisations, especially international educational agents