

Haberdashers' Aske's School for Girls
Assistant Registrar

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.

The role: **Assistant Registrar**

Hours: 08:30 – 17.00 (with one hour for lunch) although flexibility in working arrangements will be required.

This is ideally a full-time role, but Term Time plus will be considered. 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 22 on the Support Staff salary Scale, FTE £29,658 gross per annum.
The salary will be dependent on skills, experience and qualifications.

Reports to: Admissions Registrar. The overall responsibility for Admissions lies with the Assistant Head (Admissions, Marketing and Development).

Overview:

The Assistant Registrar is a key member of the School's Admissions and Marketing Department. The post holder assists in implementing the School's admissions procedures and deputises for the Admissions Registrar.

They act with due regard to legal process, from the initial point of contact with a prospective parent through to pupil arrival. They represent the School to the outside world, presenting a positive and consistent image of the School.

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

General Responsibilities:

- Communication with prospective parents and pupils.
- Cultivating good relations with feeder schools and nurseries.
- Assist in planning and preparing all marketing and promotional events, working closely with the Marketing and Development Officer.
- Arranging ad-hoc tours and visits.
- Manage and administer the Admissions database for all entry points.
- Maintenance of Admissions data for all entry points.
- Attend external promotional events, including those out of school hours.

Admissions Process

- Responding to enquiries and recording registration details as received.
- Planning and preparation for School in Action mornings for all entry points.
- For all entry points:
 - Organisation of entrance examinations and assessments.
 - Liaison with key staff regarding production and administration of entrance exam papers and assessment documentation.
 - Liaison with the Finance Department regarding applications for financial assistance.
 - Liaison with Heads of Department regarding arrangements and administration of Scholarship applications.
 - Liaison with the Head of Individual Needs for candidates with access arrangements.
 - Preparing and collating reference requests.
 - Organisation and management of the entrance examination and assessment days.
 - Administration of entrance examination and assessment results data.
 - Assist in the preparation of interview schedules, including Scholarship and Bursary as appropriate.
 - Planning and preparation of the interview and family meeting days, including Saturdays.
 - Recording assessment and interview feedback.
 - Assisting in the management of offer and acceptance correspondence.
- For confirmed joiners at all entry points:
 - Preparation of welcome and joining documentation and mailings.
 - Liaison with new parents and provision of joining information.
 - Coordination of post-acceptance school and nursery visits.
 - Liaison with Information Services to ensure joining pupil data is recorded on MIS.
 - Liaison with Finance Department regarding all fee related matters.
 - Assisting with form allocation.
 - Assist key staff in 'Buddy' allocation process.
 - Planning and preparation for New Joiner events.
 - Liaison with Heads of Department regarding summer work.
- Attendance at weekly Events Meetings.

Marketing and Data Analysis and Reporting

The Assistant Registrar assists with the development and delivery of the school's marketing strategy for Admissions, working closely with the Admissions Registrar and the Assistant Head (Admissions, Marketing and Development)

- Ensuring integrity and consistency of school image.
- Attend external promotional events, including those out of school hours.
- Assist in the preparation of data for the evaluation of the Admissions process, including post-offer survey, application, offer and acceptance analysis.
- Maintain admissions related information on the school's website.



Undertake any ad hoc duties which the Admissions Registrar and Assistant Head (Admissions, Marketing and Development) may from time to time reasonably request.

Person Specification	Essential/ Desirable	How Assessed
Experience:		
Experience of working in an educational environment.	D	A/I
Experience of working in a school admissions/office environment	D	A/I
Experience of working in a complex, busy, and public-facing environment	E	A/I
Experience of MS office and managing a database	E	A/T
Experience of working closely with a small professional team.	E	A
Qualifications:		
Strong A Levels or equivalent	E	A
A university degree to at least undergraduate level	D	A
Skills & Abilities:		
Excellent written and oral communication skills	E	A/I
Strong interpersonal skills	E	I
Excellent organisational and administrative skills	E	I
Excellent drafting and proof-reading skills	E	T
Excellent numeracy skills and ability to manipulate and analyse statistical data	E	T
Excellent attention to detail	E	T
Awareness of current data protection legislation	E	A/I
Able to work independently and flexibly as part of a team	E	I
An ability to take instruction and direction and to be held accountable	E	I
Excellent time-management and an ability to prioritise effectively	E	A/I
Dealing with members of the public in a clear, calm and diplomatic manner	E	I
Personal Attributes:		
Natural presence and confidence	E	I
A very strong work ethic, a willingness to work under pressure and to tight deadlines	E	I
A good sense of humour and a positive outlook	E	I
Discretion and confidentiality	E	A/I

A = Application Form

T = Test

I = Interview

Support Staff Benefits

Currently the School offers 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.
- Generous holiday entitlement up to 40 days including bank holidays (pro rata for part time roles).
- Enrolment into the School's 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.