



JOB DESCRIPTION

Job Title	Assistant Admissions Registrar
Department	Admissions
Grade	C
Location	City of London School
Responsible to	Registrar
Date this JD agreed	

The Assistant Admissions Registrar is part of the Admissions Team at City of London School, which consists of:

- Director of Admissions & Communications
- Admissions Registrar
- 2 X Assistant Admissions Registrars

The Assistant Admissions Registrar maintains positive relationships with parents of candidates, and the schools currently attended by these candidates. They also maintain key relationships within the School, including with the Director of Admissions, the Admissions Team, the Communications Team, the Finance Team, Head of Lower School, Head of Sixth Form, Head of Learning Support and Head of Transition.

Purpose of Post

- Delivery of an efficient, effective and courteous admissions service to prospective candidate and their families, feeder schools and other external contacts.
- Support the Admissions Registrar and Director of Admissions in the organisation and co-ordination of all administrative activities associated for School admissions and activities.
- Assist in the organisation and execution of marketing events that promote the School.

Summary of Responsibilities

1. Acting as an initial point of contact for all admissions enquiries (via telephone and email) to respond proactively in providing timely and accurate guidance and advice to families, referring more complex enquiries to the Admissions Registrar.
2. Completing administrative tasks associated with collating data and information about candidates as part of the selection process.

3. Validating and inputting data into the School's MIS (iSAMS) from the on-line registration systems.
4. Developing relationships with feeder schools to obtain all relevant information relating to candidates, including the collation of confidential school reports.
5. Assisting with the application of candidates with special educational needs and disabilities (SEND), and responsible for liaising with the Learning Support department to deliver access arrangements as requested by parents for entrance examinations.
6. Liaising with the Finance Office regarding applications from bursary candidates, including assisting with arrangements in respect of testing and, as directed by the Admissions Registrar and Finance Manager, financial assessments.
7. Co-ordinating arrangements for entrance examinations (main days and ad-hoc), including invigilation, room booking, and marking of scripts according to School policies.
8. Assisting with the setting up and running of the interview process, including liaising with parents and candidates to ensure interviews run smoothly.
9. Supporting in the production and distribution of communication with prospective parents (electronic and hard copy) and recording responses and receipt of Acceptance Fees.
10. Completing administrative tasks associated with the transition and induction of candidates as they prepare to join the School, including being present during familiarisation events.
11. Assisting in the organisation, delivery and administration of (and attend) events for prospective pupils and their families, including managing the booking system for such events.
12. Attending out-of-working-hours events at feeder schools to promote the School and to talk to parents and prospective candidates about the admissions process.
13. Completing other specific duties associated with the above tasks, as may be reasonably required by the Admissions Registrar.

Other Duties

14. Actively seeking to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
15. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
16. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. To undertake any other duties that may reasonably be requested appropriate to the grade.

Revision of Job Description

According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Signed: _____

Date: _____



PERSON SPECIFICATION	
Job Title	Assistant Registrar
Department	City of London School
Grade	C
Agreed	

Please find below the key skills, knowledge and experience which are essential requirements for this post.

1. Technical skills / professional qualifications / relevant education and training

- Educated to degree level or equivalent (A)
- Minimum of GSCE Grade B English and Maths (A)
- Good knowledge of policies and practices associated with admissions processes and procedures in schools, particularly in the private sector (I)
- Ability to apply specialist knowledge of admissions processes and practices in order to undertake the administration and coordination of school admissions functions effectively and efficiently (I, T)
- Excellent IT skills including a working knowledge of Microsoft Office Suite with the ability to update and extract data from student records systems (T)
- Good knowledge of data protection issues in association with admissions processes (I)
- Good oral communication skills including the ability to provide clear advice and guidance to parents and School staff on admissions procedures (I)
- Good written communication skills with the ability to prepare reports, documents and correspondence, and contribute to the development of admissions policies in accordance with national policy developments and legislative changes (A, T)

2. Experience and knowledge required, including budget holding experience if appropriate

- Good experience of working in a role undertaking administrative duties similar to those needed in respect of School admissions according to all necessary legislation, guidance and procedures. (I)
- Experience of contributing to the development of administrative procedures and processes to improve service delivery in an education environment. (I)
- Experience of managing databases and working with student record systems, including data input and extraction (A, I)

3. Other relevant information, for example working hours or working environment

There are key times of the year when the incumbent will be required to work full time e.g. in the key admissions period of September to March. At other times fewer hours will be required to keep on top of correspondence and other tasks.