



**OPERATIONAL STAFF**

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Upper School (6<sup>th</sup> Form) Registrar

**Reporting To:** Director of Admissions, Libraries and Archives and the Head of Upper School

**A. JOB DESCRIPTION:**

- 1) To assist the Director of Admissions and Head of Upper School for the successful management and implementation of Admissions to the Upper School.
- 2) To provide a professional service for families, schools and external agents up to the point at which offers of places are accepted:
  - Produce and update the annual programme for the entry procedure, in consultation with the Director of Admissions and Head of Upper School and liaising with other admissions colleagues.
  - To provide information as needed for the Admissions and Communications teams for the website.
- 3) To ensure that records appropriate to the administration of the entry procedure are maintained:
  - Manage the online admissions system (Open Apply) for each applicant throughout the entry process, and keeping relevant data for as long as is necessary
  - Provide annual entry statistics for the Director of Admissions and Head of Upper School and update entry information annually for the Master's Report to the Governors
  - Maintain up-to-date details of 16+ feeder schools and advise the Heads of School accordingly
- 4) To use Open Apply for admissions with confidence and work with relevant colleagues ensuring the data transferred from Open Apply to ISAMS is accurate.
- 5) To work closely with the College Registrar in all aspects of the College's admissions processes. This includes:
  - Answer all questions from new Upper School boarders joining in September and forward information as required.
  - Administer the payment of Agents' Commissions for all the College's overseas boarders.
  - Assisting with Admissions events as necessary, including Virtual events/webinars.
  - Be responsible for all post-acceptance organisation and for co-ordinating and filing all relevant information on new pupils, including but not limited to, the recording of form placements, day houses, scholarships and bursaries.
  - Prepare bank account opening letters for all new boarders.

- 6) To support the Director of Admissions and Head of Upper School in all aspects of the entry procedure:
- Ensure the Director of Admissions and Head of Upper School are provided with regular candidate listings and other information derived from candidates' computer records
  - To be the key point of communication with parents throughout the admissions procedure to the Upper School
  - Set up meetings between prospective parents and Head of Upper School and Boarding House Masters
  - Arrange for the booking of venues, requests for catering and requests for academic staff and pupil support for all events relating to the entry procedure
  - Make arrangements for the collation and processing of examination results with Heads of Department
  - Work with Head of Upper School to deliver the examination days
  - Organise with Head of Upper School the interview procedures and provide support on interview days
  - Participate in any review of examination and interview procedures, including the provision of online examinations and interviews (e.g. the use of Exam.net and Zoom).
  - Arrange for the preparation and sending out of examination results, in consultation with Head of Upper School
  - Liaise with the parents and schools between the making of offers and the receiving of acceptances as appropriate
  - Maintain records of acceptances and advise Director of Admissions and Head of Upper School and the Fees Administrator accordingly
  - Liaising with Deputy Master External's PA regarding the issuing of visas for new students. Provide the Deputy Master External's PA with the appropriate documentation for visa applications for international students.

## **B. PERSON SPECIFICATION**

### **Essential Technical Skills:**

- MS Word, Excel and Outlook to advanced level
- Applicants will not be expected to have prior knowledge of Open Apply and training will be given. Applicants will need to be conversant with management information systems

## **C. OUTLINE TERMS AND CONDITIONS**

**Salary Scale:** 60% of £32,000 to £35,000 per annum

**Working Year/Hours:** All year round working an average of 3 days per week (some weeks working more than 3 days a week and some weeks working less than 3 days per week). The nature of Admissions work means that the post is essentially full time in the Michaelmas Term and the first half of the Lent Term with a reduced level of activity from March to August. Working hours are 8.30 am to 5.00 pm with an hour's unpaid lunch break. On occasions evening and weekend work will be required.

**Holiday Entitlement:** 20 days per annum plus 8 bank holidays. Holiday entitlement is pro-rated for term time only staff and is paid. Holiday entitlement increases to 25 days per annum after 5 years' service.

**Benefits include:** Family membership of the Dulwich College Sports Club, defined contribution pension scheme, Bupa Cash Plan scheme, free lunches, entry to the Dulwich Picture Gallery, discounted rates for private functions and for use of the DC Outdoor Centre in Wales, fee remission for children attending Dulwich College or the other schools of the Dulwich Foundation.

**References:** The appointment is subject to receipt of references satisfactory to the College.

**Police Clearance:** The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.

**Probation Period:** 6 months, with an interim review after 3 months at which time the position will be reviewed. In case of illness during the probation period, statutory sick pay only will be applicable.

**Period of Employment (if applicable):** Permanent

**Start Date:** July 2021, if possible.