



JOB DESCRIPTION

Assistant Registrar – St Paul's School

Department	Admissions
Line Manager	Director of Admissions

Role:

The Admissions Office plays a vital role within the School. For the majority of prospective parents, it is their first contact with St Paul's School. The post holder will work with the Registrar and Admissions Assistant in the busy Admissions Office to provide a professional approach to all enquirers, applicants and their families.

Reporting to the Director of Admissions, the role is to provide key administrative and customer service support to the busy admissions department and deputise for the Registrar in their absence. The ideal candidate will be able to work as an individual and as part of a team.

The Assistant Registrar will provide administrative support to ensure that procedures are adhered to and that processes and events run smoothly, particularly in relation to the 16+ process. This is a busy and varied role involving daily communication with academic staff, prospective families and staff from other schools. The post holder needs to: work well under pressure; to have excellent organisational skills; to have both excellent written and spoken English; to demonstrate good use of initiative and to have the ability to multi-task and prioritise. They will assist at Open Days and some evening and weekend working may be required.

Main duties and responsibilities:

- **To liaise with the following:**
 - Director of Admissions
 - Deputy Director of Admissions
 - Registrar
 - Senior Management Team
 - Surmaster and High Master's PA
 - The IT department (re ISAMS, online form, test logins)
 - Heads of Department

- **Admissions:**
 - Validate and process data input through the on-line registration form for 13+ and 16+ applications.
 - Responsibility for the administration of the 16+ Admissions process, including:
 - dealing with email and telephone enquiries;
 - obtaining candidate reports;
 - coordinating the 16+ exam including the collation of papers;
 - arranging interview days;
 - preparing written communication to candidates and their families regarding application outcomes;

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- liaising with finance regarding 16+ candidate bursary applications;
- processing acceptance of places and keeping senior staff aware of numbers, including boarding places;
- being the point of contact for all new 16+ joiners and their families.
- Assisting overseas students with Visa applications and obtaining from parents all supporting information required by UKVI.
- Compile feedback letter to Feeder Schools.
- To assist in the organisation of and attend various Open Days, exam days and other school admissions events.
- To deal professionally and promptly with telephone and email contact from prospective parents.
- Create comprehensive interview folders for each 13+ candidate and prepare outcome letters for families following interview.
- Ensure interviews run smoothly, meet and greet parents and boys, and invigilate assessments.
- Organise 13+ individual tours as well as assisting the Registrar in organising open mornings/afternoons. Meet and greet parents and answer queries during face-to-face Q & A sessions.
- Deputise for the Registrar in their absence.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Essential skills and qualifications:

- Have experience of delivering excellent customer service and be able to interact positively and effectively with staff, pupils and visitors.
- Have initiative and a positive attitude.
- Demonstrate good organisational and administrative skills and work effectively to deadlines.
- Have excellent attention to detail.
- Have excellent written and spoken English.
- Be proficient in using Excel, Word and Outlook.

Desirable skills and qualifications:

- Be educated to A Level (or equivalent).
- Have experience of handling sensitive data and conforming to Data Protection legislation.

Background and Terms of Employment:

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. The quality of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. St Paul's embraces diversity, inclusivity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, personalities and skills.

We hope that working at St Paul's might be right for you. The atmosphere is relaxed, friendly, supportive and purposeful. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff and personal professional

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development for all staff is a high priority. Our pay and package are generous by sector norms and includes the following:

- **Hours of work**

The seniority of this position means that you will be expected to work such hours as are necessary to complete your work. However, time will be taken in lieu of any significant time spent in work outside the normal working hours.

Total weeks worked per year: 42 (term time only + 8 weeks).

Term time – 34 weeks per annum:

40 hours per week, 8.30am – 5.30pm, Monday to Friday with a one-hour lunch break.

During school holidays - 8 weeks per annum:

2 weeks must be worked during the summer holiday.

30 hours per week, to be worked either:

- 9.00am – 4.00pm (1-hour lunch) Monday to Friday; or
- 8.30am – 5.00pm (1-hour lunch) 4 days per week

- **Holidays**

Pro rata of the full time equivalent of 25 days per annum plus 8 bank holidays. As this is a term time only post, holiday pay will be incorporated into the annual salary.

- **Salary**

£27,000 per annum, dependent on experience, + benefits.

- **Benefits**

- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.
- A generous Stakeholder pension scheme.
- Death in Service Benefit.
- Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar, and hot drinks and snacks supplied throughout the day.
- Employee bicycle scheme, where a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500. Bike mechanic visits site regularly to maintain the bicycles.
- Use of sports facilities, including swimming pool, gym and staff changing rooms and showers.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.
- Free parking on site.
- Policy for funding external professional development.
- Access to school counsellors, doctor and physiotherapist.
- Annual flu vaccination.
- After one years' service, part remission of tuition fees for children of employees (subject to competitive entry procedures). Please note this is not a contractual entitlement and the Governors reserve the right to vary the rate of remission or to withdraw it altogether.

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- Reimbursement for costs of eye-sight tests and contributions towards glasses for VDU work.
- Brand new, state-of-the-art buildings, and a large and comfortable Staff Room.