



# Perrott Hill

## ADMISSIONS REGISTRAR

### INFORMATION PACK



## *Job description*

### **Job title**

Admissions Registrar

### **Responsible to**

The Bursar, with a close working relationship with the Director of Marketing and Communications

### **Salary**

Up to £21,144 FTE (actual salary £17,782) per annum, depending on experience and qualifications.

### **Hours of work**

This is a full-time position during term-time, with an additional six weeks during the holidays (to include the week preceding the start of each term). Flexibility with hours may be discussed at interview; please make this clear on your application.

## *The Post*

Perrott Hill requires an excellent and experienced administrator with a positive and can-do attitude and outstanding interpersonal skills to take up the position of Admissions Registrar. This is a great opportunity to join the award-winning team at Perrott Hill, in an important and pivotal position.



Working closely with the Headmaster, Bursar and Director of Marketing and Communications, the post-holder will be responsible for overseeing the entire admissions process, from enquiry through to enrolment. The primary responsibilities are pupil recruitment, customer service and administration, and a key part of the job is conducting tours of the school with prospective parents. The post-holder is responsible for all communications with prospective parents prior to joining the school, so the ability to encourage and nurture strong relationships is a must.

## *The school*

The manor building dates from the end of the 19th Century and houses the reception rooms, Hoskyns Library, offices, two classrooms, staff room, Surgery and dorms. The Pre-Prep sits securely within the enclosed converted stables courtyard that is adjacent and the majority of teaching of Years 3-8 happens in purpose built classrooms to the west.

The whole site is some 28 acres, including several acres of woodland which provide a home for our Forest School and a venue for activities across the year. As well as the usual sports pitches, we have an AstroTurf pitch, a large Sports Hall with changing rooms, a heated outdoor pool and a large theatre. Over the summer of 2016 a Music School was built and a boarding extension created. A new science development and Tinker Lab was opened in September 2018.

The school has received excellent reports from external visitors, from ISI in 2013 (where 'Excellent' was achieved in all categories), to the Good Schools Guide and the Tatler Schools Guide. In 2019, Perrott Hill was crowned Pre-Prep of the Year at the Independent Schools of the Year Awards and, last year, won the Supporting Junior Boarders award at the prestigious BSA (Boarding Schools' Association) Awards 2020. We were named as one of only seven finalists across the country for Prep



School of the Year at the Independent Schools of the Year Awards 2020 and were recently selected as a finalist for Small Independent School of the Year at this year's awards. We regularly feature in the national press and were highlighted as one of the 'best of the best preps' in The Week's Independent Schools Guide 2019. The most recent ISI inspection of Regulatory Compliance (November 2017) was extremely successful; all standards were met with no further recommendations.

## *The community*

There's no doubt that our school's site helps to instil a very special sense of identity within the community, and both the staff and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth. Alongside this is a desire to achieve the very best and the school has an excellent scholarship record.

The school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses which accommodate full, weekly and flexi boarders and boarding is an area of growth. Four sets of staff and families, and three Graduate Residential Assistants, live on-site, ensuring a proper homely feel for the boarders.



There are many ways in which the strength of the community as a whole is grown over the year: from drinks receptions with staff and parents of various year groups to staff/parent sports matches; from informal small-sided football once a week for all-comers to the annual fireworks evening and Christmas Fair; and from the Grandparents' Tea Party to the Summer Drinks Party.

The parent body has a wonderful diversity, including parents who are farmers, occasional commuters to the City, authors, artists, consultants, pilots, bankers, hoteliers, chefs and many things in between. From this diversity comes a great benefit with regards the pupils' education: the ability to see 'success' in its many different guises.

### *The region*

The region in which Perrott Hill is lucky enough to sit is simply a wonderful one in which to work and live. The Jurassic Coast of Dorset lies just 35 minutes away by road. The rolling countryside all around has formed the backdrop for several film adaptations of Thomas Hardy novels and yet Yeovil and Dorchester are within easy reach and all key conveniences are available just down the road in Crewkerne. The A303 can be reached in 10 minutes, providing comfortable access to Devon and Cornwall to the west, and south central England to the east. All around, there is a pride in regional arts, crafts and produce.



## *Core responsibilities*

### **General admissions process**

- Manage the distribution of prospectuses and other admissions literature to prospective parents in a timely and professional manner;
- Answer the phones and take information from enquirers about their family and needs;
- Welcome visitors to the school in a friendly and professional manner, touring and introducing them to the relevant members of staff and ensuring they feel comfortable and looked after;
- Maintain and update the admissions database regularly and rectify any errors/oversights to achieve 100% database reliability (removal of duplicate records, entry of missing data etc);
- Accurately record and monitor all potential changes to the school roll, current and forecast, including leavers, joiners and changes of pupil status, disseminating as appropriate. This includes the annual updating of various lists after the Year 8s leave the school;
- Chase school reports, arrange Taster Days and collate feedback for prospective pupils;
- Prepare Offer Letters and Contracts ready for sending out;
- Liaise with the Head of Boarding over boarding numbers and beds available;
- Provide monthly reports on current and prospective pupil numbers, to include number of enquiries, source of enquiry, visits, registrations, taster days, new starters and leavers;
- Provide a termly Admissions Registrar's report for the Governors' meeting;
- Organise and oversee the Perrott Hill Scholarships Day (once a year);
- Build and maintain relationships with international families and pupil recruitment agencies. Some overseas travel may be required for this;



- Assist the Director of Marketing and Communications with organising Open Mornings (three per year, with three additional virtual events) and any other organised admissions days;
- Represent the school at external events, such as the Melplash Show;
- Attend major school events;
- Be knowledgeable of emergency procedures, such as Fire Drill and Lockdown, and what is required of staff;
- Observe confidentiality and discretion at all times;
- Carry out any other tasks as reasonably requested by the Headmaster, Bursar and Director of Marketing and Communications.

**Person specification:**

- Proven experience in a similarly busy and varied role, ideally in a school;
- Outstanding administrative and communication skills, with an eye for detail and a high degree of computer literacy;
- A strong education, ideally to graduate level, with the ability to use a high standard of English across all hard copy and email communications;
- Meticulous organisation and a thorough understanding of the independent sector;
- Confidence in communicating at all levels and an affinity for the telephone;
- A professional appearance and a warm manner;
- The ability to work as part of a team and to communicate effectively with all members of staff;
- An understanding of the importance of marketing and a willingness to be actively involved where necessary;
- A working knowledge of RS Admissions and ISAMS is desirable, with the ability to be trained in these quickly if not;
- Enthusiasm and passion, with a commitment to the values and ethos of Perrott Hill.

The post begins as soon as possible, but by January at the latest. The closing date for completed applications is 0900 on Wednesday 3rd November, with interviews taking place the following week.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions,

cautions and bind-overs, including those regarded as spent, must be declared;

- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post;
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on shortlisted candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;
- If a shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a shortlisted applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a shortlisted applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons;
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



## *How to apply*

Please email your letter of application, completed application form, the names and contact details of two referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on [ctootill@perrotthill.com](mailto:ctootill@perrotthill.com).



## *Invitation to interview*

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

**All candidates invited to interview must also bring with them:**

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

**Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.**

## *Conditional offer of appointment: Pre-appointment checks*

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- A clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2019);
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

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### **PLEASE NOTE:**

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/ NCTL.

