



## JOB DESCRIPTION

### Assistant Registrar

**REPORTING TO:** Registrar

**PURPOSE OF JOB:**

The post holder will work together with the Registrar and colleagues to provide key administrative and customer facing support in a highly successful and dynamic department. The Assistant Registrar will provide administrative support for all the admissions processes and procedures, dealing with prospective families, and school staff, and being involved at times in tours. The post holder will also assist at Open Days and other admissions events.

The post holder needs to: work well under pressure in a busy but very supportive department, 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.

## KEY RESPONSIBILITIES

- 1) Process enquiries made by prospective parents as required
- 2) Act as an occasional tour guide for prospective families
- 3) Liaise with overseas educational agents where necessary
- 4) Process prospective pupil applications and enter registrations onto the school's database
- 5) Prepare administrative materials for Open Days and attend Open Days/Assessment Days/ Welcome days for prospective families
- 6) Co-ordinate papers for Assessment Tests and obtain references on prospective pupils from their current schools.
- 7) Undertake bulk mailings and other admissions in the admissions department as required.
- 8) Support the School Registrar when needed in order to maintain the effectiveness of the admissions department.



- 9) Support to the School Office if/when required

<b>GENERAL REQUIREMENTS</b>
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- 1) Adhere to and always ensure compliance with the school's Child Protection Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- 2) Ensure the provision of a safe and secure working environment, in keeping with legal requirements. Maintain discipline in accordance with the school's procedures and encouraging good practice regarding punctuality, behaviour, standards of work and homework.
- 3) Comply with both Worth School and Worth Abbey and departmental Health and Safety policies, procedures, and risk assessments.
- 4) Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- 5) Conduct from time to time, any other duties as may be required but within the scope of this job description.



**PERSONAL SPECIFICATION**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of continued professional and personal development</li> <li>• Educated to A level or equivalent</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Track record of developing, leading and maintaining effective relationships with colleagues.</li> <li>• Willingness to deliver and to be involved in projects to impact the wider school community.</li> <li>• Excellent organisational and administrative skills</li> <li>• Experience of delivering excellent customer service and be able to interact positively and effectively with prospective parents and pupils, current pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in using iSAMS</li> </ul>
<b>Knowledge / Technical/ Work-based Skills</b>	<ul style="list-style-type: none"> <li>• Exceptional written and oral communications skills</li> <li>• Solid observation skills, specifically in discerning comprehension</li> <li>• Fundamental understanding of effective clerical procedures.</li> <li>• Be enthusiastic, self-motivated, and committed to helping all for whom they have responsibility to achieve the best possible standards.</li> <li>• Form and maintain good professional relationships.</li> <li>• Have a willingness to participate in new initiatives where appropriate.</li> <li>• Willingness to contribute to the wider life of a busy school.</li> <li>• Ability to prioritise effectively and meet deadlines.</li> <li>• Persistence, with the energy to drive things forward, in consultation with others.</li> <li>• Excellent knowledge of using Microsoft Office to an advanced level.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Ability to understand and adhere to Child Protection and Safeguarding legislation.</li> </ul>	
<b>General Skills/ Attributes</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a professional, enthusiastic, and flexible attitude towards all customers, whether they are pupils, staff, or visitors</li> <li>• A clean and smart appearance in keeping with the role.</li> <li>• Ability to influence and manage people in other teams to meet targets and workloads.</li> <li>• Exceptional attention to detail and accuracy</li> <li>• Exceptional interpersonal and communication skills, verbal and written.</li> <li>• Ability to act on own initiative.</li> <li>• Ability to prioritise workload and support others to do so.</li> <li>• Commitment to team working with an ability to coach others.</li> <li>• Self-motivated, with the ability to be flexible and adapt to the changing needs and demands of the organisation.</li> <li>• Flexibility, a positive approach to the role, and willingness to work unsocial hours</li> </ul>	
<b>Values</b>	<p>To uphold and live the School values of:</p> <ul style="list-style-type: none"> <li>• Community – choose community.</li> <li>• Worship – have an attitude of gratitude.</li> <li>• Humility – keep your feet on the ground.</li> <li>• Stewardship – leave it better than you found it.</li> <li>• Service – serve your heart out.</li> <li>• Silence – listen more than you talk.</li> </ul>	



<b>COMPETENCY PROFILE</b>
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**Breadth of Vision** - Vision to identify significant trends in the subjects and the ability to communicate these to the department and other Heads of Department.

**Flexible approach to change** – Adapts to meet new challenges in addition to identifying and introducing changes where they are considered necessary.

**Quality** – Set and maintain the quality and standards of work in the subjects and insistence on these standards in others.

**Creativity** – provide creative and practical solutions to meet students’ needs and be able to stimulate interest and enthusiasm for the subjects among the community.

**Communication** – ability to communicate at all levels within the school.

**Developing people** – motivates and empowers individuals to take responsibility and develop their skills for the benefit of the school.

**Planning** – uses strategic vision to define priorities and plan time and resources realistically to achieve departmental and overall school objectives.

**Pastoral** – willingness to contribute to the broader life of a thriving boarding school

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This job description may be altered to meet changing educational context and will be reviewed in consultation with the post holder.

***This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.***

Prepared:	Revision:
Approved:	Date: