

## **JOB PROFILE – Registrar**

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*The job profile is a guideline and may be subject to change according to the needs of the Cranleigh Schools). It will be reviewed annually and confirmed by the Headmaster.*

The Registrar is responsible to the Headmasters for the development and implementation of an admissions strategy; oversight of 7-18 Admissions practice at Cranleigh School and Cranleigh Prep School; and advising the Headmasters on potential changes to policy and strategy.

The Registrar is responsible for the oversight and delivery of operational admissions 7-18, including the management of the admissions staff and administration from enquiry to entry.

The Registrar will work closely with the Director of External Relations and the Assistant Head (Liaison) to ensure that excellent relations exist between Cranleigh and its feeder schools, in particular the Heads, ensuring they know about Cranleigh's ethos, developments, standards and successes and the type of pupil that will thrive at Cranleigh.

The Registrar will also have a role in ensuring good communication between the admissions departments at Cranleigh UK and those of our overseas partners.

### **Specific Responsibilities**

- To be a member of SMT and report on admissions strategy and targets;
- ensure the admissions team as the first point of contact for prospective parents and pupils represents the values and practice of the School;
- train and update the admissions team to ensure consistent, accurate messaging in line with the school ethos, and admissions policy;
- oversee the admissions strategy, process and policy at all entry points, working in close association with the Head of Admissions at Cranleigh Prep School;
- oversee admissions targets set by the Heads and progress towards them ;
- responsibility for the management of database information and the use, evaluation and development of the admissions portal;
- be mindful of data protection in all activities which involve personal data or data processing, and build in data protection safeguards into established ways of working according to School policies on information security and retention;
- provide the Headmasters and governors with regular updates on admissions data; and work towards more accurate historic data once the admissions portal is embedded;
- use admissions data to evaluate admissions processes and advise SMT on the effectiveness of strategy and needs for future developments;
- ensure efficient administration processes are in place from enquiry to entry, including the accurate administration of registrations, acceptance forms and deposits;
- ensure detailed and accurate information is provided to the Finance team as required by the Director of Finance;
- keep up to date with and ensure compliance with UKVI policy and practice;
- ensure good relationships with overseas agents and manage the agents commission in line with school policy in liaison with the Headmaster and Director of Finance;
- in liaison with the Assistant Head (Co-Curricular) develop an established calendar of initiatives, activities and events for all entry points;
- in liaison with the Assistant Head (Liaison) develop and maintain a strategy for feeder school liaison and visits to Prep schools from Cranleigh staff and the admissions team;

- produce a strategy and oversee the smooth organisation Cranleigh admissions events,
- develop excellent working relations with Heads of feeder schools;
- be a first point of contact for Heads to discuss pupils' needs, skills, potential and advise the Headmaster when he needs to take account of a particular need or stance;
- ensure excellent working relations with Cranleigh Hsms including the advance publication of a yearly calendar of events, visits etc, for which a Hsm presence is required;
- in liaison with the appropriate Heads of Department, Master of Scholars and Directors of sport, music and drama, assist in the attraction and selection of potential scholars;
- attend bursary committee meetings to advise on the current application status of potential recipients;
- liaise with the Foundation Officer to check status of Foundation applicants;
- manage the programme of regular interviews and prospective parents;
- in liaison with the Director of External Relations, contribute to increasing the profile of Cranleigh Schools;
- be prepared to support Cranleigh's overseas schools in their admissions policy and practice;
- abide by all other School Policies and Procedures;
- to undertake any other reasonable duties as requested by the Headmasters.