



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

## Registrar



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



# From Nick Baker



## Headmaster

Dear Applicant,

Thank you for your interest in the position of Registrar at The Beacon.

The role focuses on ensuring that the Beacon offering is showcased to all interested in our School as a place for their sons to be educated. It involves supporting the boys and their families through the admissions process from start to finish.

I'm incredibly proud of our School's '*prospective parent journey*' and this is a great opportunity for a talented customer focused individual to manage this area of pupil enrolment on a day to day basis. In the role you would work with the marketing team and also closely with our SMT. Working together, our aim is to get to know prospective parents to fully understand their aspirations and preferences for independent education and best support the registration and induction process for their son/s.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. To give you a flavour of life at our school please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk). You will find our Safeguarding and Child Protection Policy on the 'Work For Us' page and other useful policies on the website too.

We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on. The start date for this role is negotiable for this academic year. We are also open to considering candidates who may not be available to start until September 2023.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Nick Baker  
**Headmaster**

### **IMPORTANT NOTE:**

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





## JOB DESCRIPTION

<b>Job Title:</b>	<b>Registrar</b>
<b>Working Basis:</b>	Permanent, all year round* basis
<b>Hours:</b>	Up to 40 hours/week (with option for reduced hours during non-term time*)
<b>Benefits:</b>	Support Staff Pension, Death in Service and Income Protection Schemes
<b>Holiday:</b>	6 weeks paid holiday
<b>Reporting to:</b>	Senior Leadership

### **Purpose:**

To deliver a welcoming, helpful and efficient prospective parent experience; managing the admissions process to meet the school's aims and pupil capacity parameters.

### **Core Duties & Responsibilities:**

- To build engaging relationships with prospective parents
- To ensure that all enquirers and applicants receive a service of the highest standards and true impression of The Beacon's offering and ethos
- To arrange tours for prospective parents and meetings with Headmaster
- To arrange entrance exams for potential pupils and analyse assessment results
- To ensure strong knowledge of independent sector, local schools and nurseries and to keep abreast of trends and changes
- To network and liaise with feeder and primary schools to build up relationships and request information on applicants where needed
- To understand future school options
- To manage the admissions process from start to finish - enquiries through to offers and enrolment stage.
- To answer all general questions and instigate periodic check-in/feedback calls to offer help along the way and see how parent/child are settling in
- To explain deposit arrangements, collect deposits and arrange contracts
- To be responsible for the planning, preparation and execution of key school events, such as Open Mornings, Taster Days...etc.
- To work closely with the Marketing team to ensure brand centricity and consistency and impactful communications, publications, website, social media etc
- To understand the whole school, routines, curriculum and future schools to ensure fluency of what parents/pupils can expect from the School.



- To use the relevant IT systems to manage the administration of applications, track progress and ensure all enrolment documentation and records are kept accurate and up-to-date
- To use data and stats to report on the key measures of success, numbers of new enquiries, visits, registrations and the flow of pupils between the year groups.
- To provide regular updates to the Headmaster and Governing Board on trends, applications and registrations.
- To be compliance orientated - following GDPR and ownership of relevant policies

### **Child protection**

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using CPOMS as the internal system for monitoring safeguarding, wellbeing and pastoral issues.

### **Note:**

- The role will involve daily contact with children and a moderate level of responsibility for children.
- The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level	Current or previous AMCIS membership/training Marketing or other relevant qualification
<b>Experience</b>	Experience in a professional sales/client service/customer facing role	Experience of working as a Registrar or in an Admissions related capacity within an educational setting  (Note: it is not essential to have worked in the independent sector)
<b>Skills</b>	Excellent client relationship skills Highest level of efficiency/response times Strong organisation and admin skills Passionate about education and the independent school sector	
<b>Knowledge</b>	Strong understanding of sales and marketing A solid understanding of the wishes and preferences of prospective parents seeking independent education for their children	Up to date safeguarding training certification (NB: training to update would be available and fully funded)
<b>Other</b>	Friendly, engaging and highly professional 'Can do' approach with positive outlook Excellent communication skills, both verbal and written Able to work with initiative and autonomy, as well as part of a team Strong analytical and IT skills Discrete and confidential A firm commitment to safeguarding	



## The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

**There is a requirement to complete the school's Application Form. Please complete/download from the School's website and send a copy of your completed Application Form and covering letter** by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

**(Please note CVs cannot be accepted).**

The closing date for receipt of applications is **Tuesday 28 February 2023**. We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

