

FHS

Francis Holland Schools

**REGISTRAR (with Marketing)
FOR
FRANCIS HOLLAND
PREPARATORY SCHOOL**



**Full time
(or Term time plus 4 weeks would be considered)**

General Information

Francis Holland's Junior School at Sloane Square educates girls from 4-11. From September 2024, the Junior School will move to a new location just off the King's Road in Chelsea and become Francis Holland Preparatory School. The iconic new building in Manresa Road SW3 offers a wealth of impressive facilities and, at over 20,000 sq ft, more than doubles the size of the current Junior School space. This will provide the opportunity to grow the School to two form entry with up to 280 girls by September 2026. The increase in pupil numbers will enable us to strengthen our educational provision, both academically and pastorally, as well as offer greater opportunities for staff and pupils particularly in sport, music and other co-curricular activities.

Francis Holland's Junior School is known for its nurturing and friendly environment and we will continue to deliver support and individual attention to all pupils offering them the very best platform for entry into their chosen senior schools, including Francis Holland's Senior School at Sloane Square. We have a vibrant international community, and families from major cities abroad often seek places for their children at Francis Holland as a priority.

Francis Holland Schools Trust is an educational charity, founded by Canon Francis Holland in 1878, educating over 1,300 girls and employing over 350 staff. The Trust manages two Senior independent day schools for girls across London; Francis Holland, Sloane Square and Francis Holland, Regent's Park, both educating girls from 11-18, in addition to our current Junior School which runs from 4-11.

HOW TO APPLY

Applications should be submitted through schools application system, MyNewTerm, by **Monday 19th February 2024**. **Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974.

THE ROLE

The Registrar at Francis Holland Prep will play an important role in the successful recruitment and marketing of the School in the transition to the new site and as it grows. This exciting, new position forms part of our wider Admissions team at Francis Holland School, Sloane Square and will be line managed by the Registrar at the Senior School and report into the Director of External Relations of Francis Holland Schools Trust. Admissions, marketing and alumni relations form part of the External Relations Team for Francis Holland Schools Trust, which support our Junior and Senior Schools.

The role is varied in nature and provides the opportunity to be involved in both admissions and marketing, ensuring that we offer a high level of customer service, efficient support and guidance to our prospective parents and pupils. It includes the following responsibilities, but other tasks and requirements may arise according to need and changing market circumstances. The overarching aim is for the Registrar to promote the ethos and reputation of the school to the communities beyond.

In consultation with the Head of Francis Holland Prep, the Admissions team and the Marketing team, the Registrar will:

- Manage the admissions entry procedure at 4+ and for all occasional places throughout Francis Holland Preparatory School
- Manage the online admissions process to:
 - maintain and update the online admissions platform, Open Apply, in terms of enquiries, bookings for events and online registration through to joining
 - assist parents and guide them through the online admissions and registration process where necessary
 - manage communication for event booking through Open Apply for prospective pupils
 - manage communication of offers, responses, waiting lists and acceptances
 - moving forward manage and advise on the scholarship and bursary process in conjunction with the Bursary team at the Trust, as necessary
- Organise key admissions events
 - Open Mornings, Afternoons and Evening recruitment including speakers for events, as required
 - Offer-holder events for 4+ in particular

- Nursery School Heads' events, as required
- Represent the Admissions team at Open Events, including:
 - Registering visitors and providing accurate lists in advance
 - Answering parental questions
 - Ensuring suitable and sufficient marketing materials are available
 - Working with other member of the Marketing Team
- Pupil and parent tours
 - arrange tours for prospective pupils and parents, as requested
- Attend regular meetings with the Head of Francis Holland Prep to discuss registrations, assessments and offers
- Provide data from Open Apply, iSAMS and other databases, as well as marketing reports for tracking and admissions purposes
- Respond promptly and efficiently to all prospective parent enquiries by phone, email and via the online admissions platform
 - liaise with prospective parents to send out marketing collateral and key information, as requested
- Liaise and attend feeder schools as required including feeder Nursery events
 - including evening fairs, if required
 - request references from former schools, as required
 - arrange visits to new pupils in summer
- Communicate with other Prep and Junior Schools about entry arrangements for individual pupils looking for occasional places
 - manage assessment arrangements
 - liaise with teaching staff to prepare entrance assessments and organise interviews
 - report to the local authority when a child leaves
- Arrange induction events for new pupils and prepare new pupil joining information
 - prepare new pupil data and collect parental consents
 - liaise with new parents on joining
- Attend evening functions in School when nursery schools or new pupils are involved
- Liaise effectively with registrars in other schools in particular:
 - our sister school (Francis Holland School, Regent's Park)
 - other registrars in the London 11+ Consortium, other London day schools and with boarding school admissions offices
- Liaise with the Francis Holland Senior Schools in terms of 11+ transfer
 - all aspects of the application process including scholarships
 - data transfer
- Assist and work closely with the wider Marketing Team to:
 - ensure the website is updated at all times and in line with the online admissions platform once registration deadlines close for example
 - populate and help design event programmes and flyers, where appropriate
 - review and revise all prospective marketing collateral
 - photograph some day to day events around school for news and social purposes
 - photograph occasional evening or weekend events, where required
 - support the social media profile of the school
 - promote key school events where required
- Assist the wider Admissions Team during quieter recruitment periods and in the school holidays (if applicable)

- Other marketing and administrative tasks to be specified that are associated with the varied nature of this role

Personal Qualities

- self-motivated and resourceful, with the potential to initiate ideas
- ability to work under pressure
- superb face to face interpersonal skills
- confident and warm telephone manner
- cheerful and enthusiastic team player
- able to multitask
- meticulously well organised and accurate
- excellent attention to detail
- able to prioritise

Essential Skills

- Excellent IT skills including confident use of MS Office in particular mail merge and manipulating data in Excel
- Excellent written and verbal communication skills with accurate spelling, grammar and punctuation

Desirable Skills

- Experience of online platforms and databases
- Experience of customer-facing roles
- Knowledge of day-to-day photography
- Knowledge of social media and content creation

Salary

Depending on level of experience in relation to the responsibilities listed in the Job Description is expected to be circa £32-36k fte.

Terms of Employment and Benefits

- Full time staff receive 30 days holiday, including 5 days to be taken over the Christmas period, plus bank holidays. This will be pro rata for part-time staff.
- 8.30am – 5pm
- Free school lunch is available onsite during term time.
- Interest free travel and computer purchase loans are available.
- The Trust offers a Stakeholder Pension Scheme with generous employer contribution levels of 13.5% subject to the employee paying 3%.
- Employee rewards hub providing discounts for shops, cinemas and gym membership
- Access to enhanced EAP offering 24/7 GP access and counselling services
- An Enhanced Disclosure and Barring Service (DBS) check is required as well as other safeguarding checks including references.

Start Date

We are looking for someone to start as soon as possible working with the Junior School, as part of the on-site Admissions Team at Francis Holland School, Sloane Square prior to moving to the new location when Francis Holland Prep opens from September 2024.