

Person Specification - Foremarke Registrar

Person Specification

This role would be suitable for a person who may have held a similar post in a Prep / Independent School or in a position that has required a similar skill set. The successful candidate will need to demonstrate superb people skills and have excellent administrative ability. This will need to be supported by up-to-date and comprehensive ICT literacy and a commercial awareness combined with a flexible approach to problem-solving. Calmness under pressure, a collaborative approach and a can do attitude are valued attributes in a busy and dynamic Prep School environment.

Job Description - Foremarke Registrar

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Job Title	Registrar
Post Tenure	Permanent
Hours and holidays	Normal office hours of 8.00am to 5.00pm Monday – Friday, with Open mornings and other key school events on a Saturday as necessary. This is a predominantly a term time only position (34 weeks) with 25 working days in the school holidays.
Reporting to and Team Responsibilities	You will be reporting to the Foremarke Headmaster and will be part of the Repton / Foremarke Admissions Department, working closely with the Repton Director of Admissions to achieve a through school recruitment strategy. You will also work closely with the Foremarke Headmaster's P.A. and the Marketing Team and attend the joint Repton / Foremarke Admissions and Marketing Meetings.
Key Tasks & Responsibilities	<p>Purpose</p> <p>The purpose of this role is to :</p> <ol style="list-style-type: none"> 1. Aim to achieve a school roll in line with targeted figures as directed by the Headmaster. 2. Strategically align the Foremarke recruitment processes to that of Repton in order to support a through school recruitment strategy. 3. Actively support the School's Strategic Development Plan. 4. Create and update admissions reports on a fortnightly basis. 5. In conjunction with the Marketing Department create effective parent survey tools to gauge parental views at various stages of their relationship with the School, from the Admissions process through to exiting the school. <p>Key Tasks and Responsibilities</p> <p><u>Admissions Process</u></p> <ul style="list-style-type: none"> • Be responsible for the efficient, professional and positive handling of all new enquiries to the School. • To oversee the admissions process from initial enquiry to the pupil joining Foremarke. • Ensure that appropriate prospectus material is sent out promptly, either electronically or by first class post. • Enter all new enquiry information onto the School's Admissions

Database.

- Follow up initial contacts with an offer of a tour of the School and to gauge reaction.
- Tour prospective parents, usually involving a meeting with the Headmaster. Make any preliminary arrangements necessary with parents and also internally with relevant staff.
- Make arrangements for “taster days / overnight stays” for prospective pupils, liaising with teaching staff as necessary. Gather feedback as necessary and ensure that test scores in Maths, English and (if required) VR/NVR are obtained.
- Liaise with the Headmaster and the Finance Bursar at Repton regarding remission/bursary awards.
- Follow up all visits with letters to parents, giving feedback where necessary on taster days and test scores.
- Maintain a “warm” relationship with prospective parents during the admissions process by inviting them to school events/occasions as appropriate.
- Once a pupil is registered, ensure details are updated on the database.
- Liaise with the Heads / Registrars of current schools to obtain Confidential Reports on prospective pupils and to discuss any Learning Enhancement / SEND needs.
- Issue Offer of Place letter, including any relevant award.
- Send out all necessary joining information etc. and ensure that the contact with the School remains positive and professional.
- Ensure that in the first few weeks arrangements are in place to help new parents (and pupils) quickly integrate into the School’s systems.
- Oversee all arrangements for the 7+ and 11+ entrance and scholarship days plus any other special prospective parent/pupil days.
- To be the point of contact for all international agents.

Administration / Operational

- Take telephone enquiries personally, when possible.
- Respond efficiently to email prospective enquiries.
- Ensure the School’s Admissions Database is kept up to date and produce marketing analysis from it for the Headmaster and Head of Marketing.
- Operate a transparent system with information easily available to key staff.
- Check e mails regularly when out of office.

Academic

- To develop a thorough understanding of the academic journey through the whole School and how this transitions into senior schools, including scholarships and awards.
- To develop an excellent understanding of the School’s academic systems including academic structure, profile, assessment and Form Placement.
- Play an active role in the Form Placement process, including attending meetings as required.
- Provide relevant information to the Form Placement Committee to allow the best placement of pupils joining the School.
- To liaise with the relevant members of the SMT regarding the best placement of pupils joining the School midway through the year.
- To brief academic staff at the start of each term on any new pupils

joining the School.

Marketing

- Arrange termly Open Mornings and the mailing of invitations to all potential parents. Identify and organise any additional events required to target shortfalls in specific year groups.
- Work with the Head of Marketing to oversee appropriate Open Morning literature.
- Work with the Head of Marketing to produce monthly analysis reports on enquiries.
- Work with the Head of Marketing to ensure specific marketing targets/trends are followed, identify any potential pupil 'gaps' and ensure pupil numbers are in line with budget.
- Actively engage in all marketing and social media campaigns.
- Prepare the Assembly Hall for Open Mornings, prospective visitors and taster day visitors.

Compliance

- Work with the admin and marketing teams to ensure all admission processes and procedures are GDPR compliant.
- Liaise with The Taylor Partnership regarding CAS for non EEA pupils.
- Ensure that all overseas pupils meet the reporting and record-keeping requirements of UKVI.

Strategy

- To work closely with the Headmaster to ensure the best quality pupils are coming to Foremarke and that both day and boarding pupil targets are met.
- Work with the Repton Director of Admissions to co-ordinate the through flow of pupils to Repton.
- Liaise as necessary with the Repton Admissions Department and attend the fortnightly marketing and admissions meetings.
- Build and maintain good relationships with international agents to ensure the best quality international pupils are being recruited to the school.
- Provide pupil forecasts as necessary for the Bursar and budgeting purposes.
- Keep abreast of all current Marketing trends within the Independent School Sector.

Application process and Salary

All applications are to be e mailed to the Bursar at rfletcher@foremarke.org.uk using the School's Application form and including a covering letter outlining why you feel you are suitable for the position.

The closing date for applications is 9 May 2018.

First round interviews will be week commencing 14 May 2018

Second round interviews will be week commencing 21 May 2018.

The Salary will be £31,500pa