**Admissions Registrar**

**For King William’s College, The Buchan School and The Buchan Nursery**

**Job Description**

**Job Purpose**

The Admissions Registrar has a major role within the External Relations Team in supporting the smooth running of the admissions process into King William’s College, The Buchan School and The Buchan Nursery,

The Admissions Registrar is responsible for ensuring that the admissions processes into the School are administered efficiently, with due regard to legal process. They will maintain a constant turnaround of day and boarding expressions of interest and applications throughout the year and will plan and coordinate tours, taster days and other parental and student visits. The Admissions Registrar will assist the External Relations Office in the planning, preparation and execution of key admissions-related public events, such as Open Days and will provide regular updates to the Head of External Relations on boarding and day applications.

The role requires someone who is a strong communicator, personable, can multi-task and has excellent customer-facing and writing skills. Client management, database and administrative experience is essential. The Registrar must be a team player, able to initiate projects and ideas, as well as take direction.

This administrative role supports the wide remit of the External Relations Department, which is responsible for the admissions, local and international recruitment, marketing, alumni and fundraising functions of the school. The Admissions Registrar will support the Head of External Relations with all aspects of the school’s admissions activities, making this a diverse role with opportunities to deliver a range of administrative and business development tasks and activities, whilst striving to ensure that the service they provide is of the highest standard.

The Registrar’s hours of work will be from 8.30am to 4.30pm on a Thursday and Friday. However, the Registrar will be required to work outside the usual workweek during key-related admissions events etc., as necessary.

**Key Duties and Responsibilities**

1. **Admissions**
   1. Point of contact for all enquiries, local and international.
   2. Responding to all enquiries, sending relevant information.
   3. Actively making contact, chasing and following-up all enquiries.
   4. Planning and coordinating all prospective student and parent visits to the School, such as tours and taster days, including:
      1. All enquiries.
      2. Ensuring appropriate documentation is prepared in advance.
      3. Recording student interests prior to visits and ensuring they meet the relevant Heads of Department.
      4. Organising interviews with the Principal.
      5. Facilitating tours of the School.
   5. Liaising with and assisting the Marketing Assistant in the planning, preparation and execution of key admissions-related public events, such as Open Days, and attending recruitment events when required.
   6. Following up and chasing prospects after key admissions-related public events, such as Open Days, tours, taster sessions, parent and student visits, to maintain and nurture pupil enrolments up to the acceptance point.
   7. Maintaining the School’s comprehensive CRM databases:
      1. Registering all enquiries (local and international) for potential pupil entry.
      2. Tracking and recording all information and feedback up to the acceptance point, including visits, tours and taster days.
      3. Recording all overseas agent information.
      4. Ensuring all records are complete and up-to-date
   8. Assisting in the weekly analysis of pipeline activity.
   9. Dealing with all applications for entry.
   10. Preparing all paperwork for new pupils, including:
       1. Organising the Visa process for new pupils and liaising with the Isle of Man Immigration Office for CAS numbers.
       2. Compiling new pupil files and ensuring all appropriate documentation is held, highlighting any issues to the Head of External Relations and relevant Departments.
2. **Registrar**
   1. Assisting with all joining instructions for new admissions and helping with the coordination of information and distribution.
   2. Managing the admissions procedure after Application and Acceptance Forms received:
      1. Offer letter.
      2. Joining instructions.
      3. Medical forms/Guardianship Form/ Identification.
      4. Initial payments – liaising with the Bursary.
   3. Administering the induction process for all new entrants to key year groups in conjunction with the Head of Year.
   4. Ensuring admissions and leaver lists are recorded and kept up to date for inspection purposes.
3. **International Recruitment**
   1. Actively making contact and following up with all contacts made on international recruitment trips.
4. **Other**
   1. Work closely with the External Relations Department, providing occasional administrative cover and support.
   2. The list of duties is not exhaustive and you may be asked, within reason, to undertake tasks of a similar nature and level as requested by the Principal or SLT members.
   3. This is a description of the job as is constituted at the date shown below.  It is the practice of KWC to periodically examine job descriptions, updating them to ensure that they relate to the job performed, or to incorporate any proposed changes.  This will be conducted by the appropriate manager in consultation with the post holder.

**Qualifications of the Admissions Registrar:**

* 1+ years experience in a client management role.
* Superior time management, attention to detail and ability to meet deadlines.
* Exceptional writing and interpersonal communication skills.
* Ability to work both independently and as part of a team.
* Familiar with MS Word, Excel and Outlook.
* Experience of organising events.
* CRM and database management experience.
* The ability to think analytically.
* Able to work under pressure and with tight deadlines.
* Organised enough to multitask and run several events and projects at the same time.

**Reporting**

The Admissions Registrar reports to the Head of External Relations.

**Safeguarding**

King William’s College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.