Admissions Registrar
King William's College and The Buchan School
Job Description

Job Purpose

This is a key role requiring exceptional organisational skills, energy and discretion. The Admissions Registrar ensures the smooth running of the admissions process into King William's College and The Buchan School (the "School") via a wide range of administrative and business development tasks which they carry out to the highest standards.

The Admissions Registrar is responsible for ensuring that the admissions processes into the School are administered efficiently and 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 Principal on boarding and day applications.

This role requires someone who is a strong communicator, flexible and adaptable. They should be personable, able to multi-task and have excellent customer-facing and writing skills. The Admissions Registrar must demonstrate initiative as well as take direction.

This is a full-time, all year-round position. The core hours of work will be from 8.30am to 4.30pm, Monday to Friday, with an hour's lunch break. The role may require work outside of these times during key-related admissions events etc., as necessary.

As well as administrative tasks, the Admissions Registrar will support the Principal with all aspects of the school's admissions strategy, making this a diverse role with opportunities to deliver a range of business development activities.

Key Duties and Responsibilities

Contact
a. Point of contact for enquiries whether local or international.
b. Responding to and following up on enquiries.
c. Proactively making contact with agents and nurturing relationships with them.
d. Strategic conversion of enquiries to applications and admissions.

Administration
a. Registering and administering all enquiries.
b. Recording all applicant data on iSAMS and MS Excel and ensuring all records and lists are complete and up-to-date.
c. Uploading KYC (passports/birth certificate) and required applicant admissions documentation to iSAMS.

d. Deletion of withdrawn applicants in line with GDPR regulations.
e. Distribution of joining information to new starters.
f. Ensuring complete pupil file prior to admission.
g. Liaising with families in regard to arrival at school.
h. Producing regular analysis of pipeline activity.
i. Liaising with the Bursary regarding payments.
j. Arrangement of the Visa process for new pupils, including:
    i. Arrangement of CAS numbers;
    ii. Instructing families on how to apply for a VISA and supplying letters to support application;
    iii. Assisting with tracking applications with IOM Immigration;
    iv. Ensuring all pupils have relevant visas and renewals in place;
    v. Maintaining school Tier 4 records, ensuring they are accurate and up to date.

Applicant Visits and Interviews
a. Coordinating the planning, preparation and execution of prospective student and parent visits to the School.
b. Planning and coordinating prospective student taster days.
c. Ensuring important medical information is received prior to taster days.
d. Planning and coordinating prospective online student Microsoft Teams interviews.
e. Securing feedback from admissions visits and ensuring all follow-up is timely, efficient and professional.

Events
a. Contributing to the planning, preparation and execution of key admissions-related public events, such as Open Days and mass taster events.
b. Following up and chasing prospects after key admissions-related public events, to maintain and nurture pupil enrolments up to the acceptance point.
c. Attending recruitment events as agreed with the Principal.

Other

Where appropriate and as required, provide cover and support to the External Relations Team.

Not required

The Admissions Registrar is currently not responsible for or involved with Nursery admissions process.

The list of duties is not exhaustive and you may be asked, within reason, to undertake tasks of a similar nature and level by the Principal or Senior Leadership Team (SLT) members.

This is a description of the job as is constituted at the date shown below. It is the practice of the School 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.

Professional links

Line management
The Admissions Registrar will line manage the Admissions Officer (part-time).

Working with
The Admissions Registrar will work with the Principal, SLT and their PAs, the Bursary, External Relations and key teaching and support staff across the School.

Reporting to
The Admissions Registrar reports to the Principal.

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.

Required experience, qualifications and skills

- The Admissions Registrar will have experience in fast-paced administrative roles with a client-facing dimension.
- They will be fully conversant with Microsoft Office packages.
- They will have first class organisational skills and the ability to multi-task and prioritise conflicting demands and a diverse workload.
- They will be able to think analytically and work independently and manage multiple deadlines.
- Excellent written and interpersonal communication skills are essential.
- An ability to form strong and effective working relationships with a diverse range of stakeholders is required.
- CRM experience is desirable.
- Training on the School's systems will be provided.

January 2026