

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Admissions Registrar (Senior Divisions)

Applications considered on a rolling basis until
midday, Monday 22 August 2022

Job Description

The Admissions Registrar will have responsibility for all aspects of admissions work in the Senior Divisions. The Admissions Registrar will be responsible for ensuring that the School meets its objectives in terms of the number and the calibre of new students at the entry points. The Admissions Registrar will be comfortable in interacting with parents, feeder school heads and professional representatives.

Key responsibilities include:

1. Admissions Leadership, Management and Administration

- 1.1 to provide leadership and vision to ensure that the School's Senior Divisions admissions practices and procedures are efficient, up-to-date, compliant and effectively implemented
- 1.2 to articulate the School's ethos and the benefits of its boarding & day educational offer in an informed, authoritative and authentic manner, to influence decision makers
- 1.3 to ensure that the School has obtained and processed all information required to complete the entry process
- 1.4 to oversee the arrangement of parent appointments and tours, and to conduct tours of the School
- 1.5 to ensure relevant departments have the academic and pastoral information to support the admissions process and entry to the School
- 1.6 to take responsibility for all admissions enquiries from the first contact with a prospective parent through to the student joining the School
- 1.7 to oversee the maintenance of admissions-related literature, documentation and website pages
- 1.8 to build a dynamic, effective and caring team that shares a clear vision and is motivated by targets in support of the School Development Plan
- 1.9 to be a member of the Communications & Marketing Committee and to assist with generating relevant press releases and positive media stories that support the recruitment and retention of students
- 1.10 to demonstrate business acumen in relation to student recruitment, scholarships & bursaries and the setting of fees, in accordance with the School's charitable objectives
- 1.11 to manage the Admissions budget
- 1.12 to ensure compliance with equality, disability, discrimination, GDPR legislation and ISI standards
- 1.13 to provide cover for the Admissions Registrar (Nursery & Preparatory Divisions)
- 1.14 to be familiar with the School's admissions-related policies, terms & conditions, legal obligations and risk factors
- 1.15 to make an effective contribution to the Admissions Committee meeting agenda setting and discussions
- 1.16 to have knowledge of, and adhere to, the Code of Practice for Schools
- 1.17 to support New Hall's academy, Messing Primary School, in meeting admissions targets

2. 11+, 13+ and 16+ Entry

- 2.1 to co-ordinate all aspects of the 11+, 13+ and 16+ entry, bursary and scholarship process, including application packs, reference requests and reading school reports

- 2.2 to take a leading role, together with the Head of Sixth Form, in promoting the growth of the Sixth Form and the strengthening of its academic profile
- 2.3 to collate and analyse the entrance assessment results and present the results to the Admissions Committee
- 2.4 to assist with the issuing of assessment and scholarship decision letters, with supporting paperwork

3. International Recruitment

- 3.1 to be responsible for fostering excellent relationships with overseas agents, administering the authorisation of agents' commission and issuing of contracts
- 3.2 to be responsible for the maintenance of the database of international agents, international feeder schools and appropriate international educational bodies
- 3.3 to be responsible for planning visits to schools and agents abroad in target countries and to represent and promote the School at international recruitment fairs, agent tours and visits
- 3.4 to act as a level one user for the Child Student Visa Route applications; to ensure compliance with the School's Highly Trusted Sponsor status
- 3.5 to oversee the completion of the Certificate of Acceptance for Studies for incoming and existing students
- 3.6 to ensure the guardian information for boarding students is collated and passed to the Heads of Boarding
- 3.7 to liaise with the Heads of Boarding to handover all Child Student Visa Route documentation for incoming students and ensure police checks are conducted
- 3.8 to ensure the School is compliant as an Alternative Collection Location (ACL) for Child Student Visa Route students

4. CAS Co-ordinator

- 4.1 to ensure that non-UK students have a valid UK visa/immigration status and issue a CAS for the renewal of student visas when necessary
- 4.2 to maintain a database of electronic and paper copies of non-UK students' original & current passports, visa or immigration status document showing all personal identity details including biometric details, leave stamps and entitlement to study at the School, in accordance with UK Visas and Immigration (UKVI) requirements
- 4.3 to keep up-to-date contact details for students including the Educational Guardian /host family details, in accordance with the Educational Guardian Policy
- 4.4 to organise police registration for students, where requested by UKVI
- 4.5 to conduct student BRP checks upon arrival at the School
- 4.6 to monitor the attendance and progress of sponsored students in conjunction with the boarding/year teams and reporting to UKVI in accordance with guidelines
- 4.7 to report any relevant changes to UKVI or other authorities (e.g. Local Authority) in accordance with UKVI sponsor guidance

5. Data

- 5.1 to ensure that the prospective data on iSAMs, the School's management system, is up-to-date and accurate, and that the system is being used effectively
- 5.2 to provide reports to the Admissions Committee, SLMT and Governors, as required, to analyse 5-year trends and make recommendations for future actions to meet the School's strategic aims
- 5.3 in line with UK Government requirements, to manage and administer the Admissions Register and ensure that it is accurate and up-to-date with student joiner and leaver information

- 5.4 to ensure student joiners and leavers at non-standard transition points are reported to the appropriate Local Authority
- 5.5 to ensure the year group lists and boarding lists for the Senior Divisions are accurate
- 5.6 to build and maintain market intelligence on the independent day and boarding school market and use this to inform the School's recruitment strategies
- 5.7 to maintain annual census information

6. Feeder Schools

- 6.1 to build and maintain excellent relationships with feeder schools
- 6.2 to liaise with feeder schools regarding the entrance process and decision outcomes
- 6.3 to represent the School at feeder school information days

7. Events

- 7.1 to assist the Events & Lettings Officer in the planning, preparation and execution of key admissions-related events such as assessment days, taster days, induction and familiarisation days
- 7.2 to represent New Hall at conferences, overseas recruitment trips, workshops and seminars (this will usually be at least two events each term, which includes evening and weekends)
- 7.3 to attend a selection of School events, performances and competitions in order to be familiar with the curriculum and co-curriculum provision and to communicate these offerings to prospective families

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

This post would suit particularly a candidate seeking career development and an opportunity to develop leadership and management skills, in this dynamic and forward-thinking School.

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	<ul style="list-style-type: none"> Educated to degree level (or equivalent qualification) 	<ul style="list-style-type: none"> AMCIS Admissions qualification
Experience	<ul style="list-style-type: none"> Previous experience of managing a team 	<ul style="list-style-type: none"> Previous experience as a School Registrar Knowledge and understanding of the independent school sector Experience and appreciation of principles and practices of a school admissions function Knowledge and understanding of the principles and practices of Customer Relationship Management Experience of boarding education (ideally at senior school level) Experience of Child Student Route Visa applications and UKVI guidelines
Skills and Aptitudes	<ul style="list-style-type: none"> A clear understanding of and a commitment to the aims of a Catholic independent school Ability to relate effectively to students Excellent communication, IT, organisational and management skills Ability to motivate others and build teams Strong writing, proof reading and editing skills, with the ability to tailor content and format to different stakeholder needs Strong database management skills Excellent attention to detail Willingness to undertake training to develop skills 	

	<ul style="list-style-type: none"> • Flexibility to adjust to change and development • Proactive approach • Common sense and initiative • A willingness to work flexibly as the needs of the role dictate (including weekend and evening working, on occasions) • Awareness of GDPR and safeguarding regulations • Financial acumen 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Understanding of the importance of promoting and safeguarding the welfare of children • Willingness to participate enthusiastically in aspects of the School's educational and boarding life • Approachable, personable and confident manner, with excellent spoken English • High levels of personal and professional integrity, discretion and confidentiality 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the website.

Salary & Benefits

Salary

The salary range is £41,227pa-£47,407pa (NHC42-48, September 2022 rates).

Hours

Normal hours of work will be 8.30am-5.30pm, Monday to Friday, all year round. You are permitted a one-hour unpaid meal break each day. Support staff generally work an average of 40 hours per week over the course of a calendar year but in view of the seniority of the role, you may be required to work additional hours for the proper performance of your duties, for which no further remuneration will be paid. However, additional holiday has been included to allow for the times when the working day will need to be extended, or weekend work required (e.g. Open Days) and the salary range has been enhanced to reflect those times when the working hours are increased. A degree of flexibility is required. The Admissions Registrar (Senior Divisions) will be expected to work the first and last week of the School summer holiday, as published in the School calendar. All staff are required to attend relevant INSET (staff training) days.

Holidays

The Admissions Registrar (Senior Divisions) is entitled to 40 days' holiday per annum, including bank holidays. Holidays must be taken during School holidays, as published in the School calendar. New Hall closes for two days between Christmas and New Year and for bank holidays. Staff must set aside days of annual holiday entitlement to allow for these closures. The holiday allowance includes time in lieu for weekend recruitment events such as School Open Days, School Fairs, Educational Days and Saturday assessment days (usually at least two events each term).

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

School fee remission

School fee remission for staff children is granted in accordance with the provision at the time of commencing employment at New Hall. This role includes a reduction of two thirds of the day fees for children from Reception to Year 13. Please note that there is no staff fee remission for New Hall Nursery (ages 1-3). Places for staff children are subject to space availability and the normal entry assessments.

Lunch in term time

Currently, all staff are permitted lunch without charge in term time. This is subject to annual review.

Sport club membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

Technology

The Admissions Registrar (Senior Divisions) will receive a New Hall laptop and mobile phone.



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