



Job Description

Position	School Registrar and Administrator
Location	Based primarily at one School location but supporting all 3 schools
Reporting To	Principal
Hours	Part Time (circa 4 hours per day – term time and holidays)
Contract Type	Permanent

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection December 2017.

It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart

Principal
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School Registrar/Administrator

Purpose of Role

To manage the smooth running of the admissions process for new families joining the Family of Schools and provide effective administrative support to the Family of Schools to ensure the effective operation of the school office throughout the year.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

SPECIFIC RESPONSIBILITIES

REGISTRAR

Admissions Process

- Responsibility for managing the admissions process in an effective and efficient manner, from initial contact to pupil entry, with all associated administration.
- Be the primary point of contact for all admission enquiries, ensuring excellent communication throughout.
- Ensure all enquiries are logged, following up initial contacts regularly, thereby making prospective parents feel welcome and part of the School.
- Manage prospective pupil/parent visits to the School, welcoming visitors, arranging and conducting tours as required.
- Ensure offer and new starter information packs, including home visit invitations & schedules for Nursery and Reception entrants, are prepared for new pupils in good time and that they have access to relevant management information systems.
- Request references, including safeguarding information, for all pupils joining the school and action as necessary.
- Complete the admission process for all pupils new to the School, ensuring all necessary information is received and processes in good time.
- Inform the heads of schools of new pupils joining their year groups.

Record Keeping

- Collate and maintain the admissions database, maintaining an accurate record of vacancies at different points of entry throughout the School.
- Report on accurate on-roll numbers and projected figures to the Principal
- Ensure all statutory forms and submissions are completed on time (e.g. deregistration submissions, admissions register) in accordance with statutory regulations and the necessary processes are followed and within Data Protection requirements

- Ensure all computer-based and manual filing systems and tracking data are maintained and up to date.
- Provide pupil data for completion of Department of Education School Annual Census.

Policies

- Responsible for review and compliance of the Early Education Funding and Admissions Policies

Admissions Events

- Organise and attend admissions events as e.g. Open Mornings, Assessment Days including all prior planning, issue of invitations and administration of these events in close collaboration with the Communications Manager and heads of schools.

Continuous Improvement

- Maintain sound up-to-date knowledge of the education system and Early Education Funding contractual requirements
- Investigate ways the admissions processes could be enhanced and more efficient so that all prospective parents have a positive experience that reflects the ethos of the School.

GENERAL ADMINISTRATION

- To provide general administrative support to the Principal and Deputy Principal
- To provide administration support as required to other School locations.
- To provide administrative cover for the Family of Schools during the holidays including answering all general enquiries.
- Work closely with the Communications Manager on marketing campaigns and information to be sent to parents
- Development and maintenance of office systems and procedures, ensuring good practice.
- As required, to work with colleagues in the Jack & Jill Family of Schools on tasks and projects which pertain to all three schools in the family.

SAFEGUARDING

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the School's Safeguarding Policy.

OTHER DUTIES

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

Person Specification

The criteria below will be assessed by the application form (A) interview (I). The tasks may include a presentation during the interview.

Attributes	Essential	Assessment Criteria
Qualifications	<ul style="list-style-type: none"> Ideally educated to degree level 	A
Skills	<ul style="list-style-type: none"> Ideally experience as a School Registrar Excellent administrative skills Highly organised, ability to work independently, be able to prioritise, problem solve, and manage workload to meet deadlines Excellent interpersonal skills and confidence to communicate effectively with colleagues and prospective parents Excellent written communication skills, able to compose correspondence fluently and with accuracy Excellent ICT skills including experience of working with databases 	I I I I I A
Knowledge	<ul style="list-style-type: none"> Up-to-date knowledge of regulatory compliance required by independent schools in relation to Admissions and Early Education Funding Ability to research, analyse and interpret legislation and other regulatory procedures in relation to Admissions and Early Education Funding 	I I
Vision	<ul style="list-style-type: none"> Evidence of successful improving processes within a commercial setting 	I
Behaviour	<ul style="list-style-type: none"> Demonstrates high standards of personal integrity, loyalty, discretion and professionalism A calm and authoritative manner with a visible presence around the school Strong teamwork skills, willing and able to collaborate Polite, courteous and respectful to colleagues and members of the public Ability to maintain confidentiality 	I I I I I
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and welfare of all stakeholders 	I

Application Process

To apply, please complete application form and send to HR@jackandjillschool.org.uk with a covering letter explaining why you are suited to the role.

Closing date: 31 January 2020