



DANES HILL SCHOOL

STRONG & SAGACIOUS



REGISTRAR

Candidate Information Pack





THE APPOINTMENT

Thank you for your interest in Danes Hill School.

The School is seeking to appoint an experienced and highly capable Registrar to develop the strategy for, and manage the day to day running of, its busy admissions office. The postholder will succeed the current Registrar who is retiring at the end of this academic year, after 12 years in the post.

Reporting to a new role of Director of Marketing and Admissions, the Registrar will have responsibility for the management and operation of all aspects of pupil recruitment, from enquiry through to admission.

The successful applicant will most likely have admissions experience within the independent schools' or education sector, or in a front-line customer services role in a relevant commercial organisation; a strong empathy with independent education will be crucial. Approachable, level-headed and highly organised, the Registrar will be a key public face of the School, developing and fostering effective relationships with all stakeholders.





ABOUT US

Danes Hill is recognised as among the leading co-educational prep schools in the country. It is a highly successful school offering an exceptional educational experience to over 800 pupils aged 3 to 13.

Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school that has received an outstanding report by the Independent School's Inspectorate. Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. An ongoing building program is further developing the classroom accommodation, adding to the excellent existing facilities that include specialist science laboratories, art, design and technology rooms, performance spaces and high-quality sports facilities.

Working at Danes Hill you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many of the administrative tasks in a friendly, cooperative environment. The Common Room President, elected each year, organises social events and charity fundraisers. Several members of staff offer their expertise free of charge to run different activities, including circuit training and the staff choir. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



THE OPPORTUNITY

This is a demanding role, pivotal to the future success of the school. The Registrar will be responsible for providing a friendly and efficient admissions service to all prospective pupils, parents and agents, maintaining appropriate levels of contact with all prospects throughout the journey from enquiry through to admission, together with the efficient management of the school's admissions database and the end-to-end management of all admissions procedures.

As well as a demonstrable track record of success in admissions management or customer service in a comparable organisation, the successful applicant will have strong IT, data management and administrative skills, as well as an ability to work effectively under pressure.

Key Responsibilities

Admissions process and administration

- Support the development of the marketing and admissions strategy and take the lead in the delivery of the admissions objectives
- Be the primary point of contact for all matters relating to admission to the school
- Be responsible for all correspondence with prospective families from the initial point of enquiry to admission/rejection, ensuring personalised, proactive, timely and appropriate contact with prospective families is maintained throughout the admissions journey
- Keep the Director of Marketing and Admissions up to date with matters concerning admissions on an ongoing basis
- Build, manage and maintain all entry and waiting lists
- Implement effective follow up systems for all enquiries, tours, registrations and offers
- Organise and provide timely administrative support for all entrance assessments, communicating with candidates and agents as required
- Ensure that all information held on the admissions database is accurate and up to date
- Keep up to date with any academic or pastoral changes that may affect the admissions process
- Proactively communicate entry options to relevant prospects according to admissions targets for each entry point
- Organise individual visit programmes and taster sessions, capturing details of all visits on the database, and following up effectively
- Request reports from previous schools and any individual reports relevant to a particular child's application
- Represent the school at admissions events as appropriate
- Act as the point of coordination within the school for all applicants in terms of liaising with academic and pastoral contacts





Event management and other admissions activities

- Working closely with marketing colleagues, manage the programme of open events, in particular being responsible for the logistical arrangements and administration of each event; attending each event in a 'front of house' capacity and speaking as required on the admissions process
- Capture attendance records on the admissions database and be responsible for proactive and timely following up of each event with attendees
- Support other non-parental visits to the school in liaison with the Director of Marketing and Admissions, handling visitors with tact and diplomacy

Management and reporting

- Prepare and submit regular reports to the Head, the Bursar and the Director of Marketing and Admissions, detailing current admissions data and trends for all entry points
- Provide admissions statistics, information and reports as required to Governors
- Put in place a programme for systematically reviewing and developing all aspects of the school's admissions policy and procedures, monitoring the results of all admissions activities and employing appropriate methods to measure their effectiveness
- Ensure that year lists are accurate and up to date at the beginning of each academic year and throughout the year as change occurs

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

THE PERSON

The following are viewed as essential for the post:

Personal qualities

- Warm, approachable, and empathetic
- Able to engage with a wide range of people, develop quick rapport and put them at their ease
- The confidence, intelligence, tact and credibility to represent the school at all levels and to a variety of audiences, both internal and external
- First-class verbal and written communication skills
- Able to manage and prioritise a diverse workload, meet deadlines, and work calmly under pressure
- Highly literate and numerate, excellent in the use of ICT
- High work standards evidenced by a consistently thorough detailed and organised approach and a relentless focus on customer service
- Looks at problems from new perspectives, with an eye for detail, capable of applying analytical skills to generate practical solutions
- Persistence, stamina, optimism, hard-working with a sense of fun
- Keen to show a genuine commitment to the school's ethos and to be an integral part of its community
- A commitment to promoting and safeguarding the welfare of children

Knowledge and experience

- A record of good academic achievement
- Proven experience of effective customer care in a customer service role in a relevant environment, together with a demonstrable understanding of the principles of customer care within the independent schools' market
- IT literate with a sound working knowledge of databases and CRM systems





SALARY AND BENEFITS

Job title:	Registrar
Salary:	The salary will be in the region of £50,000 - £55,000 per annum, depending upon experience
Fee remission:	The School offers a fee remission arrangement for staff children. Currently, a 65% fee remission is offered to children of staff joining the School, subject to normal admissions requirements being met
Hours of work:	Standard hours of work are 40 hours per week. However, the specific hours of work will be determined by the requirements of the position and there will be some out of hours evening and weekend work required as an integral part of the role. Where this is the case, then time off can be taken in lieu
Holidays:	Paid holiday entitlement is five weeks, normally to be taken in school holiday time, plus Bank Holidays
Place of work:	Danes Hill School
Other benefits include:	<ul style="list-style-type: none">• Pension scheme• An excellent working environment• School lunches are available for all staff• Staff well-being opportunities include sporting and musical activities

TO APPLY

To find out more about this post, please contact RSAcademics by email or telephone to arrange a confidential discussion:

Nina Lambert, Search Consultant
ninalambert@rsacademics.com / 07764 185745

Heather Styche-Patel, Head of Strategy, Marketing & Research
heatherstyche-patel@rsacademics.com / 01858 383173

The deadline for receipt of applications is Tuesday 18 May at 10:00 am

An application form can be downloaded from www.rsacademics.com where the post is listed under current vacancies.

Candidates should complete their application form electronically and email it to RSAcademics, together with a CV and covering letter, addressed to the Acting Head, Mr Rob Andrews, which explains their reasons for applying.

Please email your completed application form, CV and covering letter (as PDF files please) to Jonathan Barnes, Operations Manager (Leadership Appointments) at applications@rsacademics.com. Jonathan can also be contacted by calling our Head Office on 01858 383 163.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact our Head Office by telephone.
- Selected candidates will be invited to a preliminary interview with Heather Styche-Patel of RSAcademics via video conferencing from 20 May.
- Longlisted candidates will be invited to interview on Monday 7 June, which will be held online.
- The final round of interviews will be held at Danes Hill School on Tuesday 8 June.

Danes Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. It further expects all staff to understand and comply with the School's Health and Safety Policy statement. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



About RSAcademics Founded in 2002 by Russell Speirs, RSAcademics specialises in schools, in the UK and internationally. The company advises on business strategy and strategic marketing, development and fundraising, leadership consultancy and the search and selection of Heads, Chairs of Boards, Bursars and other senior staff. Comprising a team of exceptional talent and experience, RSAcademics provides a high-quality service to schools with rigour, expertise and warmth. RSAcademics is committed to promoting diversity and inclusion in schools. Please visit www.rsacademics.com for more information.