



LUCTON SCHOOL

Job Description and Person Specification

Admissions Registrar

Job Description

Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Working Hours:</p> <p>Remuneration:</p> <p>Responsible to:</p> <p>Start Date:</p>	<p>Registrar</p> <p>Monday to Friday, 8:30 am – 5:30pm</p> <p>Up to £30,000 per annum (based on experience)</p> <p>Headteacher</p> <p>January 2025</p>
<p>Job Role:</p>	<p>The Admissions Officer is required to liaise with parents and ensure the smooth transition of pupils into Lucton School. The post is responsible for entry of data into the SIMS and other databases and working collaboratively to meet parental expectations and the demands of daily School life. The Admissions Officer will work closely with the headmaster, and the Admin team to ensure that annual pupil recruitment targets are met and all administrative tasks are undertaken with meticulous attention to detail, ensuring regulatory compliance.</p>
<p>Main Responsibilities and Specific Subject Leader Tasks:</p>	<p>The following list is not exhaustive, but the post holders' principal responsibilities are:</p> <ul style="list-style-type: none"> • To organise the logistics of prospective parent/pupil/agent visits to the school, liaising with all key stakeholders e.g. SMT, Admin Team, pupils and Heads of Department and to produce a weekly communications bulletin. • Organising open day events • To coordinate the logistics of all Open Days within the school for prospective pupils and to attend these events. • To coordinate the organisation of prospective parents' events and receptions as required and usually attend said events. • Regular liaison with key staff involved in the admissions process. • To assist in the organisation and coordination of all Scholarship and Assessment visits, and to attend as required. • To assist with end-to-end administration of individual pupil applications. • Reporting to the Headmaster regarding progress made with each prospective pupil. • Update Highrise and SIMS accordingly to ensure all staff can follow up on enquiries and ensure progress is made. • To support and organise international recruitment trips.

- To assist with the production of marketing and promotional materials, as required.
- To administrate the School Admissions database and filing systems, ensuring it is accurate and up to date at all times.
- To monitor stocks of all branded materials for the School for prospective parents.
- Administrative management of admissions process forms.
- Working closely with our external Visa advisors to oversee and assist with the visa application process and procedures.
- UKVI - issuing CAS and maintaining up to date records for compliance
- To provide administrative support to the Department, typically including email and phone contact, as well as sending out marketing materials e.g. prospectuses.
- In addition, all members of the department are expected to work flexibly to meet the aims and needs of the school and admin department. At this time this will involve jobs that are not directly related to admissions but support other members of the Admin team and for the good of the school.
- During holiday periods there may be times when the admin team are on holiday and so covering reception will be required.

Person Specification

Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	Educated to Level 3 (A-Level standard)	A qualification in Business Administration, such as NVQ or relevant equivalent experience.	Application Form Production of the Applicant's certificates Interview
Experience:	<p>Previous experience in an administrative role covering complex administrative work.</p> <p>Able to work with minimum supervision.</p> <p>Able to communicate clearly and effectively both orally and in writing with all key stakeholders e.g. parents, colleagues, children.</p> <p>Ability to plan and organise workload efficiently and effectively.</p> <p>Experience of working collaboratively and able to</p>	<p>Experience with a CRM</p> <p>Experience of school admissions processes</p> <p>Excellent working knowledge of Microsoft Office e.g. Word, Excel and Outlook including the ability to mail merge using Word and Excel.</p>	<p>Application Form</p> <p>Production of the Applicant's certificates</p> <p>Interview</p> <p>Professional references</p>

	<p>work flexibly to support the department.</p> <p>Previous experience working in an admissions or similar administrative role.</p> <p>Excellent customer relations skills with high level of attention to detail</p>		
Skills:	<p>Well-developed written communication skills (the ability to write copy and draft letters) with high standards of literacy and numeracy together with excellent spelling, punctuation and grammar and letter writing skills</p> <p>Strong MS Office Skills</p> <p>High level of personal and professional commitment.</p> <p>An ability to strike a good Rapport with students, staff and parents.</p> <p>An ability to communicate effectively both verbally and in writing.</p> <p>Good literacy and numeracy skills.</p>	<p>Excellent organisation skills, time management and ability to multi task.</p> <p>Attention to detail, especially in relation to data management and written correspondence.</p> <p>A working knowledge of using databases such as SIMs would be desirable.</p>	<p>Application Form</p> <p>Production of the Applicant's certificates</p> <p>Interview</p> <p>Professional references</p>
Personal Competencies and Qualities:	<p>Meticulous and methodical approach.</p> <p>A friendly and confident personality with a commitment to providing high quality customer service.</p> <p>Well presented with excellent verbal communication skills.</p> <p>Able to understand the need for discretion, sensitivity and confidentiality.</p> <p>Able to work well under pressure.</p>	<p>A strong commitment to continued personal development.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references.</p>

	<p>Ability to work occasional weekends or out of hours for events such as open days.</p> <p>Willingness to learn new skills and acquire new areas of knowledge, committing to personal continuous development.</p> <p>Dedicated to ensuring the safeguarding of children and young people.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Have a strong sense of self-awareness and be willing to learn.</p>		
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