

**Assistant Registrar
(part-time)**



The Position

We are seeking a proactive, highly organised and creative person to support the Registrar in the Admissions Department. This is an excellent opportunity to join the Admissions team at a time of exciting development. There is plenty of scope for the successful applicant to develop the role, using their energy and top-notch administrative skills to provide complete support for prospective families throughout the admissions process.

As the first point of contact for prospective parents and pupils for both the Junior and Senior School, the Registrar and Assistant Registrar are vital ambassadors for the school and its values. The post holder will support the Registrar in providing an efficient and welcoming admissions service while keeping accurate and thorough records, compiling and reporting data and providing admissions advice and guidance to all prospective parents.

Salary & Benefits

- Competitive salary, between £30-32,000 per annum **pro rata**, dependent on qualifications and experience
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis.
- A free lunch is provided.
- Use of School sports facilities when available.
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available.

Applications

Applications are to be made via TES.com. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you have difficulties submitting your application form please email recruitment@channing.co.uk.

Closing date for applications: 21 September 2023

Interviews: 28 September 2023

Job start date: ASAP

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

Job Description and Person Specification

Position	Assistant Registrar
Reporting line	The Postholder will be Line Managed by the Registrar. The postholder is a member of the school's support staff.
Hours	Averaging 30 hours over 4 or 5 days per week across the year, full time. During term time core hours should be worked in school but this role is suitable for some home working.
Job Summary	<ul style="list-style-type: none">- To provide support to the Registrar in managing all Junior School, Senior School and Sixth Form admissions, including chance vacancies at all ages- To offer general administrative support to the Admissions Office as required.

Main Responsibilities

Support Junior School, Senior School and Sixth Form Admissions

- Respond to written, telephone, electronic and personal enquiries relating to 4+, 11+, 16+ and chance vacancy admissions from prospective parents, feeder schools and other sources.
- Assist in processing Junior and Senior School admissions as required, including:
 - Acknowledgement of application
 - Process Academic Scholarship, Music Scholarship and Art Scholarship applications
 - Request references from applicants' current school
 - Arrange 4+ assessment days and 11+ entrance examinations and interviews, as well as the chance vacancy assessment process
 - Liaise with other schools in The London 4+ and 11+ Consortia
 - Send application outcomes to parents and Feeder Heads
 - Manage waiting lists and acceptances
 - Check contracts and deposits
 - Arrange inductions for all new pupils and parents
 - Enrol all new pupils into the school using the School's Management Information System
 - Undertake Child Protection procedures for new pupils
- Assist with organisation of 4+ and 11+ Open Day Events and Sixth Form Open Evening
- Import the details of all new pupils into the school MIS at the end of each admission process and ensure that identity and visa checks take place in line with current requirements
- Work with the HR Manager to ensure that valid visa and residence permit for all non-UK pupils are in compliance with UK Border regulations and ready for any inspection
- Ensure student joiners and leavers at non-standard transition points are reported to the appropriate local authority and followed up, as required
- Send a Child Protection Record Request to the current setting for every new pupil who joins the school. Keep detailed records of responses for the Designated Safeguarding Lead (DSL) at the Senior and Junior School.
- Ensure all information stored on admissions software and hard copies is compliant with the school's Data Protection policies

- Assist with provision of admissions information and statistics to the Senior Leadership Team and Governors
- Assist in maintaining Admissions information on the school website, ensuring it is always up to date and correct.

Other responsibilities

- Organise Open Days and attend Feeder School marketing events (which will occasionally take place in the evenings or out of school hours).
- Be aware of and actively support the objectives of the Communications & Marketing team in supporting the reputation and promotion of the School.
- Other duties that may reasonably and from time to time be required

Person Specification

Knowledge and Experience

Previous experience of working in a school	Desirable
Competent user of office software (the school uses Google Suite for Education)	Essential
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Experience of updating/amending websites	Desirable
Proven ability to prioritise and to work to strict deadlines	Essential

Qualifications

Educated to A-Level or equivalent	Essential
Education to degree level or equivalent	Desirable

Skills

Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with parents, students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential

Willingness to learn how to use new software and IT systems	Essential
Ability to remain calm, patient and polite	Essential
Ability to produce reports and statistics	Desirable

Attributes and approach

Excellent attention to detail, ability to manage multiple projects and work methodically.	Essential
A professional and approachable manner, with good spoken English	Essential
An appreciation of the need for discretion and confidentiality	Essential
A flexible, 'can-do' approach	Essential
A good sense of humour and positive outlook	Essential
Self-motivated with the ability to take the initiative	Essential
Be able to forge strong working relationships with key stakeholders across the school including the Senior Leadership Team and Heads of Services such as Facilities & Catering.	Essential

Information about the School for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.



Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Academic achievement

Academic results are excellent – GCSE and A Level results consistently place us amongst the top-performing schools in the UK and London. Virtually all our sixth formers go on to Higher Education, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extracurricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

