

ADMISSIONS REGISTRAR

The potential candidate will be a member of the Admissions Team with the responsibility of recruitment and admissions of students. S/he will be working closely with academic staff across the school and will be liaising directly with applicants. S/he will also be expected to participate in recruitment activities such as Open Days and to support other Admissions activities in a professional and flexible manner. This varied role requires the exercise of independent judgement and initiative, strong administrative and excellent interpersonal skills.

The Candidate will maintain a constant turnaround of pupil expressions of interest, applications and interviews throughout the year.

The successful candidate will have a direct reporting line to the Admissions and Marketing Manager.

KEY RESPONSIBILITIES

1. Applications

- Manage the admissions processing of all year groups in close liaison with head of schools, applying agreed criteria to make admissions decisions consistently and fairly.
- Handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner.
- Process incoming applications for all year groups, checking previous school transcripts, the validity of decisions and authenticity of all results.
- Coordinating entry assessments for all year groups.
- Enter decisions and generate applications using the ISAMS systems with the aim of 100% accuracy.
- Monitor the responses of applicants to decisions and provide data to head of schools and manager on applicant status and workflow.
- Ensure that correct procedures are followed when dealing with international students requiring visas in accordance with the Passport & Immigration Office guidelines.
- Ensure that relevant staff are notified on the acceptance of students and arrangements made for form tutor/buddy to collect child on the first day (school shop, library, accounts, head of faculties)
- Ensure student file is complete in a timely and accurate manner.
- Liaise regularly with both academic and administrative staff.

2. Enquiries and Recruitment

- Handle all enquiries in a courteous and helpful way; these may be by telephone, email, letter, fax or in person.
- Monitor ISAMS (web based enquiry system) queues and help collate data relating to all admissions enquiries.
- Assist with school Open Days and other events organised.
- Assist with the distribution of publicity materials.
- Assist with the monitoring and updating of all information relating to admissions.

3. Other Duties

- Assist with the provision of on-the-job training for new staff
- Maintain a tidy and organized work area
- Filing, photocopying

- Attend and minute meetings

4. General Responsibilities

Policies and Procedures

The post holder is required to familiarise themselves with all school policies and procedures and to comply with these at all times.

Confidentiality & Data Protection

The post holder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act at all times.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for students, visitors and staff.

Flexibility

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out any other duty commensurate with their expertise.

The successful candidate should possess the job specification as outlined below:

EDUCATION

- A diploma or a Degree holder

EXPERIENCE

- A proven track record of generalist administrative experience
- Experience of working in a customer-focused environment
- A basic understanding of the education system (IGCSE/ A LEVEL/ IB) would be an advantage

SKILLS

- An understanding of the principles of sales and marketing
- Excellent ICT skills
- Sufficient numeracy skills to deal with statistical data
- Excellent written and verbal skills
- Excellent interpersonal skills including the ability to relate to people on all levels with sensitivity
- A confident user of databases and reporting tools
- Ability to work A proven track record of generalist administrative experience with speed and accuracy

Please send full CV and cover letter to careers@northfieldsinternational.school by **Sunday 27th January 2019**.