



LATYMER UPPER
& PREP SCHOOL

400
1624-2024

Admissions Registrar

September 2024



Contents

The Role	3
The Person	5
Additional Information	6
Application	7
Background Information	8
School Aims and Ethos	9
Team Biographies	10
Location	11



The Role

OVERALL PURPOSE OF THE JOB:

The Admissions Department is central to both Latymer Upper and Latymer Prep school. It is a fast paced and busy office in which the Admissions Registrar will play a critical role to help deliver an effective and fair process of admissions from parents' initial inquiry through to the pupils' entry to the prep and upper school at 7+, 11+ and 16+, together with ad hoc admissions in other year groups each year. The Admissions Registrar will support on the delivery of the bursary programme.

REPORTING TO:

Director of Admissions and Bursaries

Admissions Team:

Registrars x 2, Administrative Assistant x 2, Bursaries Advisor

Key Relationships:

Admissions Team, Marcomms Team, Prep school Head and Prep School Principal and Deputy Principal, Head of Lower School and their team, Bursary Advisor, Foundation Team, School Office and Finance Team.

The Autumn and Spring terms are very busy periods within the Admissions Team. The successful candidate will be required to have a degree of flexibility during this time.

KEY RESPONSIBILITIES:

Support the Director of Admissions and Bursaries on delivering the strategic aims pertaining to all aspects of the role.

Review and oversee the administration process for 7+, 11+, 16+ and ad hoc places application process is fair and of high integrity from registration through to offer letters.

Oversee the online enquiry and registration system, including registration payments, having responsibility for ensuring it runs smoothly and as efficiently as possible.

Continually develop and promote the 'face' of the School, working closely with the Marketing Manager on reaching and inspiring prospective parents and pupils from all backgrounds.

Develop a customer relationship management approach followed by the whole team, reflecting the values of the organisation.

Develop and deliver Admissions events including Open Days, Open Evening, Interview Days, Q & A Evening, Heads Tours and Induction evenings - engaging the school community on creating informative and engaging experiences.



KEY RESPONSIBILITIES:

Develop and deliver the Exam and Interview days for both candidates and staff, engaging the school community to ensure a fair and effective assessment process.

Act as first point of contact for complex parental queries and complaints, escalating as appropriate.

Support the decision making and offer process, supporting the Admissions Panel in making decisions based on accurate and balanced information.

Together with the other registrar on the team ensure the decision-making outcomes are communicated accurately to parents.

Administer the reserves and occasional places process, working with the wider Admissions Team to deliver a fair process.

Responsible for the Admissions section of the iSAMs database and all datasets; ensuring accurate information is kept on all applicants.

Administer an online filing system for all applicants, keeping accurate records and making sure information is transferred efficiently to the school system when required.

Assist the Director of Admissions and Bursaries and Bursary Advisor on bursary and scholarships applications, supporting recommendations process regarding awards.

Engage and develop relationships with feeder schools including the Heads with a range of approaches taking a coherent approach in line with the wider Outreach team.

Work closely with the Director of Admissions and Bursaries to support Bursary and Scholarship applicants through the award making process, making it easy for them to apply and removing barriers for those who are most disadvantaged

Liaise with prospective bursary families, providing information, and organising home visits to bursary families with colleagues.

Support the Prep Principal & Deputy Principal, Head of Sixth Form with new students joining the School, such as class design, induction events and developing the joining documentation for all new parents and pupils.

Ensure the effective day to day administration of all key activities above, involving colleagues and the Administrative Assistant as appropriate.

Prepare reports and spreadsheets pertaining to these activities and prospective parent feedback surveys. Support with analysis will be provided by the Impact Researcher.



The Person

PERSON SPECIFICATION

Essential:

- Proven experience and expertise in School Admissions
- Outstanding customer service skills and highly developed interpersonal skills
- High level process and project management experience, with excellent administrative and organisational skills.
- Experience of designing and running large events.
- Knowledge of marketing and building profile of organisations.
- Advanced experience in managing dataset and database skills.
- The ability to liaise effectively with students, parents and senior colleagues.
- The ability to recognise and demonstrate the need for confidentiality, tact and diplomacy.
- Outstanding telephone manner and highly developed interpersonal skills.
- A high degree of motivation and a meticulous eye for detail.
- The ability to multi-task and deal with issues in a calm and logical manner

- The ability to work without supervision, often under pressure, and meet deadlines while coping with sometimes constant interruptions.
- Advanced knowledge of Microsoft and G-suite and a willingness and ability to explore and use IT as effectively as possible.
- High level of integrity in running fair processes and data management.
- The ability to recognise and demonstrate the need for confidentiality, tact and diplomacy.
- The ability to work flexibly and collaboratively, as part of a team, as required.

Desirable:

- Understanding of Independent education sector and GDPR
- A good understanding and appreciation of the principles and practices of Admissions
- Operations management or Senior Project management experience
- Experience of working with iSAMS Admissions Manager software or similar School database Experience of working with My School Portal or similar school portal software
- Experience of using spreadsheets



Additional Information

SALARY

Salary is up to £36k per annum full time equivalent; depending on experience. **Actual pro-rata salary circa £31,130**

HOURS

37.5 hrs to be worked on site between the core hours of 8.00 am – 5.00 pm

WORKING PATTERN

Term time plus 4 weeks including INSED; a total of 38 weeks. Additional weeks to be worked during the school holiday periods to be agreed with Line Manager.

The Admissions Registrar will be required to work occasional evenings and weekends for which time off in lieu will be granted.

The Autumn and Spring terms are very busy periods within the Admissions Team. The successful candidate will be required to have a degree of flexibility during this time.

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

The **closing date 9.00am, Tuesday, 9 July 2024**

Interviews are likely to be held on **Monday, 15 July 2024**

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

In keeping with the inclusive vision of its founder, Latymer Upper School continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, The Latymer Foundation launched an ambitious new fundraising campaign – Inspiring Minds – ahead of the 400th anniversary of the School in 2024. The target - to raise £40m to build the School's endowment and enable Latymer Upper to double its bursary provision to be able to offer 1 in 4 pupils a fee-assisted place. This would be a lasting and significant step towards the School's ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances and make Latymer Upper School an engine of social mobility. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents.

Ratio of students who joined in Year 7 on a bursary



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/core-programmes/core-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Amanda – Executive Director Latymer Foundation

I lead the Foundation Office team which comprises fundraising and alumni relations activities, partnership programmes and community impact work. I had never worked in a school before, nor indeed in the charity sector, but I think it was typical of Latymer that the then Head and Governors recognised my potential, despite my lack of previous experience in a similar role. I had worked for a decade on the trading floor of a large investment bank before establishing a bespoke cashmere business and then working as a retail buyer, so certainly not a typical route into educational fundraising. Latymer is a wonderful place to work. There is a real "can do" attitude which results in a busy and stimulating work environment. Its vibrant community of staff, students, parents and alumni embraces its aim to provide a life changing education to young people from the widest possible range of backgrounds and to be a force for good in the local community.



Chris – Head of Careers

I've worked at Latymer for three years. My mother-in-law saw the advert online and suggested I consider it. As my father-in-law attended Latymer Prep and his father attended Latymer Upper, it was as if fate was encouraging me to apply. I am Head of Careers and the department has two overriding objectives: to introduce students to experiential learning through career-related events and to deliver quality advice and guidance on their decisions; whether academic or vocational. The working environment, professionalism and friendliness of the staff are something I have not experienced anywhere else. It's a challenging, supportive and invigorating place to work. Individual expertise is recognised and appreciated.



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here everyday. The students are self-driven, curious and I am constantly learning from them.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:
9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH