



BENENDEN  
A COMPLETE  
EDUCATION

# Inspiring future thinkers and leaders for 100 years



## REGISTRAR

## **Job Description: REGISTRAR**

### **Working Within the School**

The post-holder will promote and safeguard the welfare of children with whom they come into contact. They must ensure compliance with the School's Child Protection Policy Statement at all times. This appointment will be subject to enhanced Disclosure and Barring Service checks. Benenden School is committed to equal opportunities and equal pay for all.

### **Job Description**

The Registrar is responsible for running the admissions process, ensuring that prospective families experience a seamless and well-supported journey every step of the way, from initial enquiry all the way through to starting at Benenden.

The Registrar leads from the front in delivering a premium admissions process for the School, which includes:

### **Admissions Process**

- Leading the admissions process, successfully converting the required number of new students every year.
- Supporting prospective parents through the admissions journey, ensuring they feel supported every step of the way.
- Personally lead on the three largest entry points: 11+, 13+ and 16+ recruitment, with support from the Admissions Officer, and from the Admissions Officer – International Students who leads on all families seeking visas.
- Ensuring the successful management of student admissions at all other points of entry.
- Ensuring all admissions activity is conducted in full compliance with the relevant legislation and industry best practice.
- Supporting and playing a significant role at all admissions-related events, including Preview, open days and engagement events.
- Acting as the primary point of contact for prospective parents.
- Ensuring all the necessary paperwork is obtained for all prospective students, including references, qualifications, assessment data and any paperwork relating to SEND requirements.
- Ensuring the admissions processes are robust and up-to-date and continually reviewed.
- Ensuring the admissions processes are followed at all times.
- Ensuring all admissions events are approved and featured in the school diary.

### **Student Offers**

- In collaboration with the Director of Admissions, Director of External Relations and the Headmistress, managing the process of making offers to prospective students.
- Managing the process for prospective student acceptances.
- Continually reviewing waiting lists to identify viable candidates as necessary.
- Maintaining the live central reporting system with acceptances and other student recruitment metrics.



## Collaboration

- Liaising with the Academic Team to ensure suitable academic staff conduct all interviews with prospective students.
- Ensuring the process for securing slots for prospective families with the Headmistress and other members of Senior Leadership runs smoothly.
- Ensuring student guides are sourced for school tours for prospective families.

## Onboarding

- Developing the new student pack each year to ensure the essential data is captured for incoming students.
- Ensuring that all necessary arrangements are in place for incoming students regarding any SEND or EAL requirements.

## Visas

- With support from the Admissions Officer – International Students, lead the visa acquisition process, maintaining a full understanding of UKVI requirements.
- Ensure that all annual UKVI reporting is undertaken and that the annual CAS application is submitted on a timely basis.
- Ensure that parents are supported through the process.
- Check that visa details are correct (through e-visa confirmations) when issued.
- Maintain all necessary documentation for UKVI inspections and liaising with the Pastoral Office as required.

## General

- Ensuring, through colleagues in the Admissions Team, that all bursary requirements are met.
- Ensuring all prospective parents' questions are answered promptly and fully.
- Deputising for the Director of Admissions in managing the team when they are out of the office.
- All other duties as reasonably requested by the Director of Admissions, Director of External Relations or the Headmistress.

## Line Management Structure

The Registrar:

- Reports to the Director of Admissions

The Registrar is part of the Admissions Team, which also consists of:

- Director of Admissions (full time)
- Admissions Officer (term-time plus)

- Admissions Officer – International Students (full-time)

The Registrar works closely with numerous colleagues, most particularly with the following:

- The Deputy Head Academic on interviewing and events
- The Head of Sixth Form on interviewing and events
- The Deputy Director of Marketing
- Various colleagues with Admissions responsibilities, including:
  - The Housemistress of Medway (our House for Fourth and Upper Fourth students)
  - The Sport Admissions Outreach Coordinator, who organises taster sessions for prep pupils.
  - The Head of Catering, Commercial Services and Events on the logistics of family visits and events.

### Person Specification

Our Registrar will:

- Possess strong people skills and be comfortable guiding prospective families through the admissions process.
- Thrive in a fast-paced environment.
- Lead by example.
- Demonstrate strong customer service delivery.
- Remain calm under pressure.
- Be patient and understand that every question from a prospective parent is important to them.
- Possess a keen eye for detail.
- Have a strong sense of pride in ensuring a job is delivered properly.
- Be confident in building strong internal relationships to ensure the smooth running of the admissions process.
- Enjoy exploring new opportunities and understanding new processes and systems.

## Support – Registrar

The successful candidate should meet the following criteria:

	Essential	Desirable
<b>Qualifications and knowledge</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of independent schools' admissions processes.</li> <li>• Understand and abide by the code of conduct and best practice for independent school admissions.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the AMCIS Diploma in School Admissions Management or a similar suitable industry qualification (the School will cover the costs of this course if the candidate does not already hold such a qualification).</li> </ul>
<b>Skills, aptitudes and experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of successfully running a school admissions process, ideally in a premium independent school.</li> <li>• Experience of working in a premium independent school.</li> <li>• Experience of working with the ISEB Common Pre-test, UKiset, CAT scores and equivalent admissions qualifications.</li> <li>• Experience of ensuring all online notes about prospective students are continually updated.</li> <li>• Trained in handling visa applications as a UKVI Tier 4 sponsor (training can be provided if not already in place).</li> <li>• Strong IT skills.</li> <li>• Strong attention to detail.</li> <li>• Excellent skills in written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using iSAMS or a similar admissions-related content management system</li> <li>• Experience of handling visa applications</li> <li>• Be trained in handling visa applications for a UKVI Tier 4 level sponsor school</li> <li>• Experience of running a student bursary application process and liaising with external providers over means-testing</li> <li>• Experience of dealing with agents</li> <li>• The ability to speak another language would be an advantage.</li> </ul>

## **TERMS AND CONDITIONS**

### **Contract**

This is a full time all-year round position.

### **Hours**

You will work 37.5 hours per week. Flexibility is required for this role, with regular weekend and evening work.

### **Salary**

The salary for this role is circa. £50,000.

### **Place of Work and Travel**

Your principal place of work will be at Benenden School but the School may request you to undertake travel within the UK as may be necessary to fulfil your responsibilities. You will be reimbursed for any travel and accommodation as required when travelling on Benenden School business.

### **Pension**

As per government legislation, you will be automatically enrolled into the School pension if you meet the eligibility criteria.

### **Fee Remission**

Members of staff receive a discount on the fees if their daughters are accepted into the School.

### **Holiday**

Holiday entitlement is 5 weeks plus statutory Bank Holidays. The holiday year runs from September-August, in line with the academic year. Any Bank Holiday will normally be worked when the School is in full session. Holidays should be taken during the School holidays. The School closes between Christmas and New Year.

### **Fitness Centre Membership**

All staff are eligible for free membership of the Fitness Centre, including the swimming pool.

### **Learning and Development**

The School aims to support individuals in their employment by the provision of appropriate opportunities for learning and development.

### **Pre-Employment Checks**

Any offer of employment will be subject to a minimum of two references satisfactory to the School, then a successful outcome of a medical questionnaire, checks of qualifications, right to work and identification. An offer of employment will also be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check.

### **Confidentiality**

This position requires a high level of discretion. The School's business is confidential.

## Benenden School

Benenden has been one of the leading boarding schools in Britain for more than 100 years. We were founded in 1923 and are situated in 250 acres of attractive parkland in Kent. There are around 550 students in the school, aged 11-18, with approximately 190 of those in the Sixth Form. Benenden is at the forefront of girls' education in the UK, with recent innovations including; an Elective programme, Professional Skills Programme, and exciting new Creative Technology initiatives.

Meals are provided for staff whilst on duty. The School's leisure facilities, including a fitness gym and swimming pool, are available for staff to use.

## Working in Kent

Our location offers the opportunity to experience the beautiful Kent countryside, whilst being only an hour from London by train. Working for Benenden School means you can be assured of being close to rich medieval heritage, nestled alongside a thriving local community of creative and inspiring individuals.

## Person Specification

Offers of jobs at Benenden will usually depend on the applicant's application form, references and performance over the interview process. For some posts, particular qualifications or skills are required. However, all those who are offered a post at Benenden are expected to be:

- Responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or come into contact with.
- Supportive of and committed to the School's policies on Child Protection.
- Supportive of the School's policies on Equal Opportunities.
- Mindful of their personal responsibilities relating to Safety, Health and the Environment.
- Mindful of the need to treat all sensitive information relating to pupils, fellow employees, and the business of the School as confidential.
- Mindful of the need to behave appropriately and professionally at all times with pupils, their parents, peers and other staff.
- Accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.



Benenden School is committed to a policy of inclusion that sees the diverse population of its staff, students and governors as one of its greatest strengths. To ensure that everyone can thrive and meet their full potential, it is essential that inclusion and equality of opportunity be at the heart of our ethos. We value diversity and are intentionally inclusive in our behaviours and culture.