



**BLACKHEATH**  
PREP

# Admissions Registrar

Information for Candidates



Part of the Eltham College  
Family of Schools



## Contents

---

1. Introduction
2. Our Mission and Values
3. The Role and Person Specification
4. Key Duties
5. Terms of Appointment and How to Apply

‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent





## Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

## Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





## Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

## Our Values



## Job Description

<b>Job Title:</b>	Admissions Registrar (Maternity Cover)
<b>Hours of Work:</b>	Full time during the 35-week Eltham College Family of Schools term, 8.30am - 5pm with an hour for lunch (unpaid) plus 20 days to be worked in school holidays and to cover out of hours events
<b>Reports to:</b>	Director of Admissions
<b>Start date:</b>	1 June 2026

## Principal Role

The Headmaster and CEO of Eltham College Family of Schools, with the Head of Blackheath Prep, seek to appoint an Admissions Registrar to join the Admissions team with specific responsibility for pupil recruitment across all entry points at Blackheath Prep.

They will join a busy and vibrant office working as part of a dedicated team of four admissions professionals across two sites. The expectation will be that each week the Admissions Registrar works three days based at Blackheath Prep and two days with the rest of the Admissions team at Eltham College.

Previous Admissions experience is preferred and it is desirable that candidates have a working knowledge of OpenApply or another dedicated Student Management System.

## Main Duties

To include but not limited to:

- Managing the day-to-day admissions process at Blackheath Prep from initial parental enquiry to the day that pupils join the school across all entry points.
  - Responding to telephone, email and face-to-face enquiries from parents and feeder schools;
  - Processing registrations and maintaining prospective student records on the Family of Schools database (OpenApply);
  - Collating candidate reports, references and special educational needs reports;
  - Arranging and being available to conduct school tours;
- Assisting in the organisation of open mornings, taster days, and other student recruitment events as well as the entrance assessments and being in attendance on the day.
- Delivering on departmental objectives to ensure the school operates at full capacity.
- Providing regular reports to the Director of Admissions and information to the Head of Blackheath Prep and others, as required, on admissions issues.
- Taking an active role in admissions activity across all entry points to all schools and working closely with the team to build a full understanding of the Family of Schools; providing cover for other members of the team as required.
- Carrying out any other reasonable requests in line with the broad responsibilities of the role.

## Person Specification

- Be able to maintain confidentiality and display a high degree of integrity and diplomacy at all times.
- Have an approachable manner and be an effective communicator (both written and orally) with an excellent standard of both written and spoken English.
- Have strong administrative and organisational skills, numeracy, and excellent time management.
- Be familiar with OpenApply (or a similar school management system) and have a sound knowledge of Excel.
- Be an enthusiastic and adaptable team player



## Terms of Appointment and How to Apply

### Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

### Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

### The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **8am, Friday 10 April 2026**

Short-listed candidates will be invited to attend a Screening Interview either on Tuesday 14 or Wednesday 15 April 2026. A final interview will then be held on Wednesday 22 April 2026 during which a range of skills, knowledge and experience will be tested.

**Safer recruitment checks will be made at all stages in the recruitment process.**

### Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email [hr@eltham-college.org.uk](mailto:hr@eltham-college.org.uk)

Further details about the School can be found by visiting our websites: [www.blackheathprep.co.uk](http://www.blackheathprep.co.uk) & [www.eltham-college.org.uk](http://www.eltham-college.org.uk).

4 St Germans Place | Blackheath | London SE3 0NJ  
020 8858 0692 | [info@blackheathprep.co.uk](mailto:info@blackheathprep.co.uk) | [blackheathprep.co.uk](http://blackheathprep.co.uk)