Norwich School
Deputy Registrar

JOB DESCRIPTION

Job Title: Deputy Registrar
Reports to: Acting Admissions Registrar
Terms and Conditions: 37.5 hours per week, term time plus 4 weeks per annum, fixed term up to one year. Please note, a job share will be considered

Responsibilities

Assistance on admissions matters in collaboration with the Acting Admissions Registrar and principally:

- To act as the Acting Admissions Registrar when they are away and to cover all aspects of the role accordingly.
- Working in collaboration with the Acting Admissions Registrar to assist in the provision of a professional, efficient and effective admissions service for the school for both domestic and international applicants.
- Act as first and continual point of contact for prospective families and feeder schools from enquiry through to the enrolment of new pupils at the school.
- To assist in building a network of contacts with parents, local schools and staff in the Senior and Lower Schools.
- Advising prospective families of the school's bursary and scholarship procedures and liaising with the Bursary for bursary requests, including but not limited to, home-visits to prospective bursary applicants and assisting with paperwork.
- Inputting admissions application data into iSAMS and tracking live enquiries and applications, following up where applicable. Sending all supporting documents to parents and tracking the response. Managing scholarship applications and working closely with the leaders of the respective departments through the admissions cycle.
- To assist with the administrative duties of Lower School applications; iSAMS record keeping, manage tours as needed, write decision letters and any other reasonable request linked to admissions by the Head of the Lower School.
- To manage all aspects of the internal Scholarship process for the applicable year groups – communicating with parents, collecting responses from parents, sending forms, organising the assessments, disseminating the assessment data, writing the outcome letters to advise parents accordingly.
- To assist in the organisation and running of school open events and admission related events throughout the year.
- Arranging for potential new applicants to visit the school and co-ordinating visits and taster days where applicable.
- To attend and help administer all admissions assessments days throughout the cycle, including weekend work, which can be claimed as lieu time.
- Assisting with organising applicant interviews, for entry and scholarship, advising on results and collating information on applicants, including at times other than the main assessment windows.
- Arranging supporting documentation as part of the assessment and enrolment process.
- Involvement with dissemination of results of interviews and entrance examinations.
- Assisting with preparation and completion of all paperwork connected to new applicants and joiners (including but not limited to references, interview documentation, joining papers, house allocation).
- Preparing confidential reports for all new pupils and to communicate this information to the relevant staff.
- Confirming pupil movement in and out with the local council.

- Planning admissions marketing strategies to make the most of the recruitment drive.
- Involvement with maintenance and updating of the admissions and related pages of the website.
- To attend events in school building on existing family relationships.
- To put together a new booklet about bursaries including, where we source our funds; how they have been transformational; the bursary process; what we do to support bursary holders once they are with us.
- Be instrumental in ensuring our scholarship programmes are updated, documented and reaching all local schools.
- To liaise with the Head of UCAS with relevant pupil information linked to university applications which will support the process.
- Any other reasonable admissions duties that might arise from time to time.

Other:

- To participate in training and other learning activities as required;
- To undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Acting Admissions Registrar, Chief Operating Officer or the Head.

Safeguarding:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

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PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
GCSEs in English & Maths	X	
Experience		
Experience of working in an administrative role in a medium sized or large organisation		X
Experience of working in an educational environment		X
Experience of admissions type activity (in education or otherwise)		X
Basic skills and competencies		
Good IT skills (incl. MS Outlook, Excel, Word)	X	
Ability to use website content management system, SchoolPost (communication), and iSAMS (database)		X
Ability to communicate clearly – both verbally and in writing	X	
Excellent written English and comprehension skills	X	
Excellent data handling and analytical skills		X
Ability to deal with differing situations whilst remaining calm and professional	X	
Ability to work on their own or as part of a team	X	
Ability to plan large scale Open Events and to be a part of them	X	
Ability to deal with a wide variety of tasks and with ever changing priorities	X	
Ability to interact with all members of the school community	X	
Ability to work under pressure	X	
Highly organised	X	
Personal Qualities		
Warm, positive and friendly approach and outlook – has good interpersonal skills and ability to advocate and 'sell' the school	X	
Ability to be discrete	X	
Compliance with Data Protection legislation	X	
Maintains confidentiality at all times	X	
Ability to demonstrate tact, diplomacy and sensitivity	X	
Ability to prioritise effectively	X	
High attention to details/accuracy	X	
Energetic, proactive, enthusiastic and willing	X	
Flexible (in tasks to be performed, hours of work, etc.) reliable & dependable	X	
Be interested in own professional development	X	

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SALARY AND BENEFITS

Salary and Working Pattern
This is a fixed term role for up to one year, starting in January 2027. The salary is £28,265 to £31,329 per annum, depending on skills and experience. The position is 37.5 hours per week during term time plus 4 additional weeks (38 weeks per annum). Flexibility in working hours and pattern is required to meet the changing needs of the school. Job share will be considered.

The post-holder may be required to work during occasional weekends for school events such as the Open Day and Sports Day and other public events taking place on school premises (time off in lieu will be awarded for the hours worked on those days).

Pension
Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare
Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch
Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes
Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.