



*Where young
people are*
**known,
valued &
treasured**

Admissions Registrar Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans





Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

Admissions Registrar

We are seeking to appoint an experienced Admissions Registrar to lead the College Admissions department. Working as part of a small team, this hands-on busy and varied role requires outstanding people and administrative skills, flexibility and the ability to work both independently and as part of the wider marketing and alumni teams.

As the first point of contact for prospective parents and students, the Admissions Registrar is an ambassador for St Columba's College and our values. With a warm and welcoming manner, the Admissions Registrar will promote and administer the admissions process from enquiry through to enrolment. They will respond to queries and registrations from prospective parents, feeder schools and nurseries in a professional, personalised and reassuring manner. As well as being highly organised, the successful candidate will have great attention to detail, planning skills and a high level of computer literacy as proven experience of managing databases is essential. The ability to analyse statistical data and trends is also a requirement.

Job Title: Admissions Registrar
Reporting to: Headmaster
Responsible for: Admissions Officers in both Prep and Senior Schools

Overall Purpose:

- The Admissions Registrar will promote and administer the admissions process from enquiry through to enrolment, in a highly personalised and efficient manner.
- Work closely with the Marketing team and Prep Admissions Officer to ensure the professional delivery of tours, events, visits and open events which will underpin the success of this role.

Key Working Relationships:

Headmaster, Head of Prep, Deputy Head, Head of Sixth Form, Bursar and other members of the College Leadership Team (CLT), Marketing Manager, MIS Co-Ordinator, Transition Co-Ordinator, Heads of Houses, prospective parents, Heads of feeder schools

Main Duties & Key Responsibilities:

Admissions & Registry Management

- Overall responsibility for the admissions pipeline, registry and admissions-related activities and events across the College; from the first contact with a prospective parent to a fully completed enrolment.
- With the Admissions Officer, manage the Senior School Admissions email inbox and respond to all enquiries, applications, offers and acceptances through various channels, promptly, accurately and appropriately. Ensure all contact with prospective parents is recorded on the Admissions database at all stages.
- Actively follow leads and opportunities in the Senior School to progress prospective families through the Admissions pipeline, working closely with feeder schools.
- Manage the Admissions database and online portal in the Senior School, ensuring all relevant prospective student documentation and information is up to date and is shared with the appropriate staff, maintaining compliance with the College's policy on data protection.
- Manage the Senior School induction programme and all correspondence to prospective parents and staff, liaising closely with the Deputy Head, Transition Co-ordinator and Heads of Houses.
- Conduct timely follow ups to parents who did not choose St Columba's College to gather non-acceptance feedback, use this information to inform Admissions and College improvements.
- Consistently review the Admissions policies, online platform and processes, using initiative and innovative thinking to make improvements and suggest recommendations to Senior Leadership.
- Understand, embrace and communicate the College's ethos and approach in all communications and interactions with prospective parents and students, other schools etc.

Communication & Relationship Management

- Maintain and develop active and cordial links with other schools, including attendance at Educational Fairs.
- Work with the Marketing team assist in the organisation and delivery of the College's Prep, Senior and Sixth Form Open Days, Preview Evenings, Taster Days and other events, information evenings and external recruitment events.
- Ensure the maintenance of information regarding Admissions on the school website and on marketing materials.
- Contribute to the College's marketing thinking, strategy and initiatives.

Measurement, Analysis & Forecasting

- Track, manage and analyse all elements of the 4-18 admissions pipeline including enquiries, visits, applications, offers, and acceptances on the Admissions database.
- Maintain a regular analysis of admissions statistics and trends, use this information to prepare regular Admissions reports for the Headmaster and Board of Governors.
- Assess the setup of Admissions database periodically to ensure that it is meeting our requirements
- Manage the forecasting of admissions figures in conjunction with the Bursar and Headmaster/Head of Prep, ensuring that the pupil forecast is based upon the up-to-date admissions pipeline.
- Identify where the admissions pipeline lacks an appropriate number of enquiries, applications or acceptances to achieve the budget number and ensure that the Headmaster/Head of Prep and Bursar are aware of the shortfall and recommend appropriate actions to implement.

Assessments & Offers

- Organise and manage testing and interview days/evenings for entry into the Senior School at 11+ / 13+/Sixth Form and any testing of casual entrants throughout the year and support the Prep Admissions Officer as required.
- Liaise with the Deputy Head and academic staff to ensure invigilation and attendance at assessment days/interview evenings
- Coordinate offer review meetings and ensure all necessary documentation and relevant information has been shared with the Headmaster, Deputy Head, Director of Studies and Bursar for decisions to be made on offers, Scholarships and Bursaries

Confidentiality & Data Protection

- To adhere to all the legal requirements of GDPR and data protection within the role, and any other compliance activities as required.

General Responsibilities

- Responsibilities carried by all staff in the College comply with the contract of employment.
- Follow College Safeguarding and Child Protection policies
- Play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Any other work as reasonably requested by the Headmaster.

Physical & Working Environment

- School-based
- Attendance at some key evening and weekend College events
- Lifting, carrying, bending and standing

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times and to attend relevant safeguarding update training including off job and on line courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader and record on CPOMS.

The Role

- Full-time position, 52-week fixed term contract of employment.
- Competitive salary and benefits package including fee remission.
- 25 days' annual holiday entitlement plus 8 bank holidays and up to 3 discretionary, non-contractual days between Christmas and New Year.
- Complimentary lunches, tea/coffee/biscuits/fruit.
- Contributory Pension Scheme into which the College contributes 6%.
- Use of the College gym facilities outside of School hours.
- Eye care vouchers.
- Free annual flu vaccination.
- Cycle to Work and Tech Schemes.
- Use of the Fitness Suite.
- Access to use of a confidential 24-hour counselling help line.
- Free car parking on site.

Working Time

35 hours per week, Monday to Friday, with core hours being 8.15 am to 4.15 pm during term time inclusive of a one-hour unpaid lunch break each day. Flexibility will be required to ensure that the requirements of the role are fulfilled. Attendance will be required at some evening and weekend events throughout the year to support key College events.

It should be noted that a job description is non-contractual and is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

Knowledge/Qualifications

Essential

- GCSE English and Maths at Grade 4 (C) or above or equivalent
- Knowledge of GDPR
- Understanding of the Independent School sector

Desirable

- Educated to A Level / Degree Level
- AMCIS Certificate in Admissions or any other recognised qualification in marketing, communications, PR or a related field
- Knowledge of Catholic education and the school's mission and values

Experience

Essential

- Previous Admissions experience within the Independent School sector
- Working and engaging with a diverse range of individuals
- Proven experience of database management
- Excellent skills including Microsoft Office, Outlook, Excel, Word and PowerPoint
- Strong analytical skills to interpret data and trends
- Use of SIMS or other school MIS systems

Desirable

- Admissions + database
- Marketing and/or Sales experience
- Sufficient numeracy to handle statistical data accurately

Personal Qualities

Essential

- Warm, engaging manner to build relationships with people of all ages and backgrounds
- Outstanding customer service focus with the ability to understand the 'customer' and how to deal with them to achieve the best outcome for the college
- Strong organisational and planning skills with a flexible approach to managing conflicting demands, multiple priorities and deadlines simultaneously
- Excellent communication skills including writing, persuading and influencing people at all levels
- Team player with the ability to collaborate across the college community
- Flexible, adaptable, results oriented and able to prioritise
- Able to handle sensitive and confidential information with tact, discretion and professionalism
- Committed to safeguarding and promoting the welfare of young people
- Able to demonstrate a strong commitment to the ethos of the college
- Excellent reliability, punctuality and professional conduct
- Willingness and availability to attend key activities that take place outside of normal working hours
- Commitment to continuing professional development

Desirable

- Current, full driving licence

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: Wednesday 3rd December 2025

Interviews will be held on Monday, 8th December. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.





St Columba's College, King Harry Lane, St Albans, Hertfordshire, AL3 4AW

01727 855185

collegeadmin@stcolumbascollege.org

St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)