

# JOB DESCRIPTION

## Assistant Registrar



HARROW  
SCHOOL

DEPARTMENT	Admissions
REPORTS TO	Registrar
WORKING PATTERN	Full time, year-round (your employment contract will give full details)
ISSUE/REVISION DATE	June 2026

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 500 non-teaching staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The Admissions Office is the gateway to the School and is responsible for the whole process of recruiting the very best quality boys to Harrow. The Admissions team works with parents, boys, prep schools and junior schools to identify and guide prospective boys and their parents from initial enquiry, through testing, to an offer being made and accepted.

The enrolment experience of every family, from initial enquiry, through application, testing, selection and ultimately to being offered a place, is central to the work of the Admissions Department, which strives to ensure that every step of the process is clear, consistent, customer focused and well managed.

## THE ROLE

The Assistant Registrar provides professional and confidential administrative support to the Director of Admissions, the Registrar and the Admissions Ambassador. This involves a wide understanding of Harrow's Admissions processes and of the way the School operates more generally. The post holder will also be expected to deputise for the Director of Admissions, the Registrar and the Admissions Ambassador as and when necessary.

The Assistant Registrar is very much one of the key "voices of Harrow Admissions". The post holder is responsible for answering all general telephone calls and emails to the department that are not directed to a specific member of the team, and for forwarding them to the appropriate colleague when necessary. The Assistant Registrar also has an important role in ensuring the Admissions pages of the School's website are the best they can possibly be, and for ensuring that all letters and general communications are clear, well written and factually correct.

## KEY RESPONSIBILITIES AND DUTIES

---

This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

### GENERAL

- Assist and deputise for the Director of Admissions, the Registrar and the Admissions Ambassador.
- Provide professional and confidential administrative support to the Director of Admissions, the Registrar and the Admissions Ambassador.
- Maintain up-to-date knowledge of School procedures, systems, processes and current initiatives, projects and issues.
- Be the first point of contact for anyone contacting the department with a general query, passing the query on to other members of the team as appropriate.
- Check and, where necessary, help to edit standard letters and fact sheets sent out by the Admissions team.
- Assist the wider team during Harrow Test assessment afternoons to make sure these run as smoothly as possible.
- Together with the Registrar, liaise with prep schools regarding ISEB Common Pre-Test results.

### MARKETING

- Work with the Director of Admissions and Communications team to review the quality of all standard communications with parents, ensuring they are clear, compelling and fit for purpose for all concerned.
- Liaise with the Director of Admissions to ensure that the Admissions policy, Terms and Conditions and admissions general notes are updated annually to reflect the current systems and procedures in place.
- With the Communications team, ensure the Admissions pages of the School's website are up to date, relevant and well presented.
- Assist the Admissions Ambassador with the organisation of various events, including Senior Schools Fairs and lunches and dinners for Prep School Heads.

### OPEN MORNINGS

- Meet, greet and register attendees at all Open Mornings (twelve Saturday mornings each year).
- Oversee the smooth running of and have direct responsibility for the organisation of Open Mornings. This will, among other things, involve producing the running schedule for the day and booking the necessary Tour Guides and available members of teaching staff to conduct tours of the School. It will also involve writing to teachers to excuse those boys helping with tours etc. from lessons.
- Working with the Admissions Assistants, ensure that all the marketing material and gift materials for Open Mornings are in stock and ready for use on the day.
- In due course, know the School well enough to be able to give a good-quality School tour if necessary (not just at an Open Morning), and to represent the School at a Senior Schools Fair if required.

### EXPERIENCE HARROW

- Have responsibility for the administration of Experience Harrow events for Year 7 boys holding offers.
- Work with the Admissions Assistants to coordinate resources for the event, including merchandise, catering and staffing. This includes the ordering of merchandise as required.
- Together with the Registrar, ensure the smooth running of the events.

## REPORTS AND ADMISSIONS COMMITTEE

- Along with the Admissions Manager, assist the Director of Admissions and Registrar in the production of reports, including the Governors' report.
- Assist with the organisation of regular Admissions Committee meetings, including writing minutes and an agenda.

## VISITS

- Together with the Director of Admissions, the Registrar and the Admissions Ambassador, conduct meetings with any families visiting the Admissions Department throughout the year.
- Along with the relevant Admissions Officer, maintain the office diary in close liaison with the Director of Admissions, Registrar, Admissions Manager and the Deputy Head's Personal Assistant to ensure that key dates are entered in the School Calendar and that venues are booked for events.
- When necessary, assist the Visits Officer in organising visits to the School and to the Admissions Department.

## TOUR GUIDES

- Manage the Tour Guides and be their main point of contact, dealing with any issues that they might have.
- Organise the annual Tour Guides meeting at the start of each academic year and help recruit and train Tour Guides (as necessary).
- Ensure that all non-teacher Tour Guides and other casual staff working for the department are appropriately DBS checked before being engaged for work to ensure that the School remains compliant with safeguarding regulations.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

---

## PERSON SPECIFICATION

---

### QUALIFICATIONS, EDUCATION AND TRAINING

#### ESSENTIAL

- Relevant degree-level (or equivalent) academic qualification

## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Demonstrable experience of working in a busy office environment
- Experience of liaising with senior level management or clients

### DESIRABLE

- Similar experience gained in an educational environment or charity
- Experience of co-ordinating corporate events
- Experience of being a team leader

In order to succeed in this role, the post-holder will need to develop the following once in post:

- A good working knowledge of Harrow School and how it operates, and an interest in the various matters and projects across the School that arise from time to time.

## SKILLS AND ABILITIES

### ESSENTIAL

- Highly organised, able to plan to meet deadlines and manage multiple tasks
- Excellent IT skills including proficiency in the use of MS Office (especially Word, Excel and PowerPoint), databases, email and internet
- Effective written and verbal communication skills with the ability to draft own correspondence with fluency and accuracy
- Ability to proofread with excellent attention to detail
- An awareness of customer care and the ability to build successful working relationships with colleagues, pupils and parents
- The capacity to develop quickly and to maintain a working knowledge of the relevant policies, systems, protocols and procedures within the School
- Ability to maintain confidentiality and to approach all confidential matters with discretion, sensitivity and diplomacy
- Confident presentation skills in a group setting

## PERSONAL ATTRIBUTES

### ESSENTIAL

- Positive and cheerful, with a willingness to be a supportive team member
- A high standard of personal presentation
- Creative and resourceful
- A responsible professional who prides themselves on their exemplary standards
- Pro-active, with the ability to work on own initiative and to be decisive
- Unfailingly polite and professional
- A flexible and responsible approach to changing priorities with the ability to remain calm and professional under pressure and deal with unpredictable requests and interruptions

## SCHOOL VALUES AND BEHAVIOURS

---

All staff are expected to conduct themselves in line with the School's values, which are **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

### COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.  
We are open to new ideas, and seek fresh challenges.

### HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions while setting them in the context of today.

### HUMILITY

- We work hard to serve others in the School and across our wider communities, where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and, whatever the outcome, we celebrate those who took part.

### FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We are role models for the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.