RIPLEY COURT SCHOOL

Ripley Court School Job Description **REGISTRAR** Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose of the Role:	We are seeking an organised, personable and proactive Registrar to join our friendly school community. The main purpose of this role is to manage the smooth running of the admissions journey from initial enquiry to confirmed place, ensuring every family feels welcomed, well-informed and valued. The Registrar will coordinate the School's day-to-day admissions processes and recruitment events and build relationships with prospective families. The role-holder will be required to work 8.30am to 5.00pm, Monday to Friday, all year round. In addition, there will be a requirement to assist with evening or weekend School events (reasonable notice will be given of these). This role will report into the Director of Marketing and Admissions.
Main Duties and Responsibilities:	**Admissions and Prospective Families** • Be a knowledgeable ambassador for Ripley Court, understanding its ethos, educational provision, senior school preparation, the local area and what families need. • Respond promptly and warmly to enquiries, giving families clear information about the School, its educational provision, entry points and admissions process. • Arrange and conduct personal tours and coordinate individual visits and taster arrangements. • Keep in personal contact with families from their first enquiry through application, offer, acceptance, joining and settling in. • Liaise with teaching, pastoral and operational colleagues so that families receive a joined-up experience.

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Admissions Pipeline and Reporting

- Manage day-to-day admissions, recording each contact, stage and next step in SchoolBase and the School's agreed systems.
- Prepare regular reports and forecasts for the Director, covering where enquiries come from, visits, applications, offers, acceptances, withdrawals, event attendance and reasons families do not proceed.
- Work towards agreed enrolment targets and tell the Director promptly about concerns, opportunities, recurring questions from families or obstacles to enrolment.
- Support the annual admissions rollover by confirming new joiners, deferred entrants and families whose plans are uncertain. The Office Manager remains responsible for updating the formal school roll and related administration.

Applications, Records and Correspondence

- Process applications and keep applicant records complete and secure in SchoolBase.
- Arrange and administer approved entrance assessments and interviews, following the process set by the Headmaster and academic leaders.
- Obtain references, reports, assessment information and any further information needed, referring educational questions to the appropriate specialist.
- Prepare and send approved offer, acceptance, joining and no-offer correspondence, referring sensitive or exceptional cases to the Marketing and Admissions Director or the Headmaster.
- Maintain the central photography and filming permission record on SchoolBase.
- Prepare and send the factual information for welcome packs, joining materials and induction communications.
- Record acceptances and share accurate joining information with Finance, the School Office and relevant pastoral, safeguarding and academic colleagues.

- Maintain waiting lists and record and follow up pre-entry withdrawals or cancellations.

Events and Community Recruitment Activity

- Coordinate Open Mornings, themed taster events, induction events, admissions fairs, tours, Stay and Play sessions, Little Twigs and other agreed recruitment activity.
- Manage invitations, bookings, attendance, communications with prospective families and admissions follow-up.
- Prepare an event plan covering timings, responsibilities, staffing, guest information, marketing materials and arrangements on the day.
- Coordinate catering, signage, equipment and site requirements with the colleagues responsible for those areas.
- Keep track of agreed event costs, provide information to the risk assessment owner and confirm the named safeguarding lead with the Marketing and Admissions Director's support.
- Follow the School's arrangements if an event is postponed, cancelled or affected by an emergency.
- Review each event briefly, recording family feedback, attendance, admissions follow-up and what could be improved next time.
- Brief the Marketing and Admissions Assistant on invitations, programmes, signage, photography, filming and creative support on the day, and the Comms Assistant on important event wording.

Local Insight and Collaborative Working

- Share admissions information, recurring questions from families, references to other schools and changes in the local area with the Marketing and Admissions Director to help inform strategy and campaigns.

- Check admissions facts, dates and processes for the Comms Assistant and Marketing and Admissions Assistant before publication.
- Keep in touch with feeder nurseries, schools and agreed local contacts.

General Responsibilities

- Build positive working relationships across the Schools and contribute to a supportive, collaborative team.
- Handle personal information, pupil details and School systems confidentially, securely, and follow safeguarding, data protection, copyright, accessibility and School branding requirements.
- Refer safeguarding concerns, complaints, media enquiries, sensitive messages and reputational issues immediately to the appropriate senior colleague.
- Participate positively in the life of the School.
- Provide support with School events where required. Assist with set up and attend events as needed. Support internal School events to ensure they reflect the School's values and brand.
- Ensure adherence to the Admissions Policy and positively engage with all the School's policies and procedures.
- Attend staff INSET training and staff training meetings as required.
- Promote and safeguard the welfare of children and young persons with whom you come into contact.
- Carry out other reasonable duties as required by the Marketing and Admissions Director and the Headmaster and commensurate with the role.

This job description is expected to evolve to best suit the needs of the School, therefore should be seen as enabling rather than restrictive and is subject to regular review.

Ripley Court School Person Specification

REGISTRAR

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications	• A minimum of English and Maths at GCSE (grades A-C).	
Experience	• Experience of a similar role in the education sector.	
Skills and Knowledge	• Excellent interpersonal and organisational skills. • Excellent written and oral communication skills. • High level of customer service skills. • Confident knowledge of Microsoft Office, including Outlook, Word, Excel and running bulk email mail merges. • Excellent attention to detail. • Strong time-management skills.	• Familiarity with SchoolBase or similar pupil management systems.
Personal Competencies and Qualities	• Pro-active and positive 'can do' approach. • Ability to work as part of a small team. • Warm and welcoming manner. • Commitment to the School's ethos and values. • Genuine passion for education and a belief in the potential of every child. • Confident communicator. • Ability to build and maintain relationships. • Able to maintain confidentiality. • Able to work calmly under pressure. • Committed to the safeguarding and welfare of all pupils.	