



Job Description		
Job Title	Deputy Cross College Registrar	
Responsible to	Cross College Registrar	
Department	Admissions	
Purpose of job and primary objectives	<p>To work closely with the Cross-College Registrar to deliver a personal and professional admissions service to all parents and enquirers, which will maximise the recruitment of pupils against agreed targets from initial enquiry to pupil enrolment.</p> <p>To support the Cross-College Registrar and to deputise for them.</p> <p>To deliver a consistently high-quality customer experience for prospective families, in line with Clifton College's brand and expectations.</p>	
What we are looking for:		
	<p><b>Key Traits:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• A natural communicator with good interpersonal skills</li> <li>• A proven track record of workload planning, strong administration and personal time management skills.</li> <li>• Proficient computer skills and ability to quickly learn new software systems and applications. Previous experience of Google applications is preferred.</li> <li>• Adaptable and resilient, able to work well on your own, whilst being a strong team player with the ability to rise to the challenge of a complex environment.</li> <li>• Warm and professional manner, able to build positive relationships with internal and external customers.</li> <li>• An appetite to work in a busy school community and embrace the opportunities within that, which sometimes requires working outside of office hours.</li> <li>• Excellent organisational skills</li> <li>• Strong management experience of complex data driven systems</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Previous experience of working with SIMS</li> <li>• A proven track record of effective people management</li> </ul>	

	<ul style="list-style-type: none"> <li>• Leadership of long term and short-term projects</li> </ul>	
	<p><b>Key Qualifications:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Educated to A level or above, or equivalent</li> </ul>	
	<p><b>Knowledge &amp; Experience required:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Knowledge and experience of consistently delivering excellent customer service</li> <li>• Experience of working within a busy complex organisation/office</li> <li>• Experience of working in an Educational establishment</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• An understanding of Admissions policies, processes and procedures to increase recruitment</li> <li>• Experience of working in an Independent School and especially an Admissions office</li> <li>• Knowledge of the College's curriculum and extra-curricular opportunities</li> </ul>	
	<p><b>Skills Required:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Evidence based decision making</li> <li>• A curiosity and ability to learn and apply new concepts quickly.</li> <li>• Good critical thinking skills</li> <li>• Good IT skills</li> <li>• Customer focused</li> <li>• Ability to prioritise and manage workload independently</li> <li>• Skilled in delivering a customer focused experience</li> <li>• Experienced with data management and good attention to detail.</li> </ul> <p>Warm and professional manner, able to build positive relationships with internal and external customers.</p> <ul style="list-style-type: none"> <li>• An appetite to be part of a busy school community.</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Relevant knowledge or experience of Independent Schools, the Independent Schools Inspectorate (ISI) and compliance.</li> </ul>	
<b>Responsibilities</b>		

	<ul style="list-style-type: none"><li>• Supporting the work of the Cross-College Registrar to deliver an outstanding admissions department and pupil recruitment journey.</li><li>• Responsible for successfully delivering admissions recruitment numbers against agreed cross college targets.</li><li>• Work closely with the Cross-College Registrar to agree targets and priorities across the whole admissions team.</li><li>• To deputise in the absence of the Cross-College Registrar. This will be under the direction of the Cross-College Registrar and will include the day to day management of the admissions staff.</li><li>• To work closely with the admissions office to ensure that all initial admissions enquiries are handled efficiently in a professional, timely and friendly manner.</li><li>• To ensure that SIMS records are kept up to date and correct</li><li>• To use SIMs effectively to project future pupil numbers for pupils at all relevant entry levels</li><li>• Playing a leading role in the organisation of Open Days and other recruitment events</li><li>• Ownership of the recruitment process for Prep and Pre-Prep.</li><li>• Managements and facilitation of Prep assessments and interviews.</li><li>• Management and facilitation of Prep scholarships and assessments and interviews.</li><li>• Developing a good knowledge of feeder schools and early years provision locally</li><li>• Implementing a regular feeder schools communication strategy to promote recruitment events and activities.</li><li>• Developing a good understanding of competitor schools and educational opportunities available within the local area.</li><li>• Supervise and work closely with the Admissions team to ensure the joint Admissions plan, is delivered for the whole school, and to ensure that all processes are consistently delivered and service standards are achieved.</li><li>• An understanding of the motivations, attitudes and aspirations of parent, children and other stakeholders in the community interested in independent school education.</li></ul>	
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	<p><b>Values and behaviours</b></p> <ul style="list-style-type: none"><li>• Uphold Clifton College's values</li><li>• Act as a role model for junior members of the Admissions Team, and all Clifton employees</li><li>• Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment</li></ul> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"><li>• Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</li></ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"><li>• Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</li></ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"><li>• Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</li></ul>	
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