



Barfield School

Post: Registrar/Admissions Officer

Responsible to: HR & Administration Manager. The post holder will work closely with the Headmaster and the Marketing Manager.

Job purpose: The Registrar/Admissions Officers primary function is to provide outstanding levels of customer care as the first point of contact for parents/carers seeking information in relation to admissions to Barfield School.

Key Responsibilities:

1. Admissions Duties

- To manage and co-ordinate administrative support for all aspects of the school admissions' process
- Handle telephone and email enquiries from prospective pupils, their parents, teachers and advisers independently and in a timely and professional manner
- Work closely with the Head of Learning Support in administering the arrangements for any taster days
- Assist with the monitoring and updating of all information relating to admissions
- At all times carrying out the duties of the post with due regard to the confidential and sensitive nature of matters relating to the school
- To keep abreast of developments relating to School Admissions
- Undertake training and professional development as appropriate

2. Computer Duties

- To provide relevant technical expertise to maintain relevant computer databases, including data entry and updates interpretation of data, running standard reports and letters, making hard copy backups as necessary

3. Marketing Duties

- Assisting with Open Mornings
- Assist with the production and distribution of publicity materials and updating of pages

4. Other Office Duties

- File all Year 3 – 8 Academic Files, including exam papers, archiving files for pupils that have left, and creating new files for new pupils
- Cover the Uniform Shop if required
- Assist the Domestic Bursar as and when with serving teas and coffees to parents if required

Duties

The following job description covers the principal tasks required for the Registrar/Admissions Officer. It is not necessarily a complete list of everything required for the full professional discharge of duties. The duties outlined in this job description may be modified with your agreement, to reflect or anticipate changes in the job.

Person Specification

The School is looking to appoint a person with admissions experience who would relish the opportunity to play a significant part in the future success of this highly regarded independent Prep School.

Essential Criteria

- A proven record of generalist administrative experience
- Ability to develop positive professional relationships with colleagues, and to develop effective relationships with parents and schools
- A commitment to providing outstanding customer care and providing a responsive and continuously improving service
- Computer literacy in all main programmes
- Data handling and presentation
- Excellent communication skills
- Experience of writing letters, reports, summaries or similar material
- Much of the work is confidential, and whilst tact and discretion are essential, particularly when dealing with parents, a firm and assertive manner may also sometimes be needed
- Team Player

Desirable Criteria

- Familiarity with iSAMS
- Experience of admissions in a school environment

Salary, Hours and Benefits

This is a part time role, working 9am until 3pm, Monday to Friday during Term Time with half an hour lunch break. Working all Inset Days and the week before the start of term, and 5 hours a week in the School holidays, which can be 1 day or split over 2 days.

A free staff lunch is provided during term time.

Start date – November 2019 or earlier

How to apply

Please send a completed application form and covering letter to Sarah Grantham, HR & Administration Manager, Barfield School, Guildford Road, Runfold, Farnham, Surrey, GU10 1PB or by email sarah.grantham@barfieldschool.com by Wednesday 18th September at 12noon.