

# Registrar and Family Care Officer

## Person Specification

The successful candidate will have excellent organizational skills, highly-developed people skills and be a skilled problem solver.

Qualifications and experience	Essential	Desirable	Evidenced
University degree or the equivalent	✓		Diploma
Fluent English (written and spoken)	✓		Supporting statement
Fluent French (written and spoken)	✓		Supporting statement
Working knowledge of other languages		✓	Supporting statement
Understanding and experience of the French international education market	✓		Supporting statement
Experience of managing and leading an enriched curriculum offer with an international focus		✓	Interview
Hold a valid EU passport or valid French work permit	✓		VISA

Professional attributes	Essential	Desirable	Application form	Supporting statement	Interview & references
Highly motivated and willingness to strive for excellence	✓			✓	✓
Resilient and responds well to challenge	✓			✓	✓
Excellent communication skills, including emotional intelligence	✓			✓	✓
Team player and ability to work skilfully and professionally with colleagues	✓			✓	✓
Ability to use initiative and prioritize	✓			✓	✓

Relationships with young people	Essential	Desirable	Application form	Supporting statement	Interview & references
Have highest expectations for young people and a commitment to ensuring they achieve their potential	✓			✓	✓
Establish fair, secure, respectful, trusting, safe, professional and constructive relationships	✓			✓	✓
Hold and demonstrate positive values and attitudes	✓			✓	✓

Personal qualities	Essential	Desirable	Application form	Supporting statement	Interview & references
Enthusiasm, drive and a love for the job	✓			✓	
Impeccable personal presentation skills	✓			✓	
A commitment to the wider life of the school, it's heritage, values, Catholic identity, and diverse community	✓			✓	
Ability to organize, plan and use time effectively, and work with colleagues to deliver effective and efficient results	✓			✓	

Flexibility, adaptability and creativity	✓			✓	
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Specific	Essential	Desirable	Application form	Supporting statement	Interview & references
Strong organizational skills, and the ability to develop clear processes and streamline day-to-day school office operations	✓			✓	✓
Ability to maintain highest levels of safety, health, safeguarding and child protection in school life activities	✓			✓	✓

### Safeguarding

This post requires the employee to work in settings with children and young adults. Enhanced police, suitability and employment checks will be carried out from all of the countries in which the candidate has worked.

The post holder will be dedicated to keeping children safe in education and will make sure all necessary checks are carried out on those who lead activities.

# Registrar and Family Care Officer

## Job description

Role title	Registrar and Family Care Officer	Place of work	Marymount Paris
Reports to	Senior Leadership Team		
Contract type	CDI - starting in April 2024		

### Overall purpose of role

The Registrar and Family Care Officer is responsible for the implementation of the admissions strategy, policy, and admissions practices of the school. The Registrar and Family Care Officer facilitates the smooth transition for the students and family and customizes the orientation process into the school community.

### Admissions

- Adhere to the school Admissions Policy
- Ensure up-to-date knowledge and understanding of teaching and learning at Marymount
- Be aware of key messages and promises, and ensure these are consistently communicated to potential parents
- Inform and admit new, qualified students to Marymount
- Respond rapidly to planned and drop-in requests for visits
- Plan for each visiting family, organize school tours and meet with other members of staff as appropriate
- Attend events, including international school fairs (may include evenings or weekends)
- Arrange distant interviews and meetings where necessary
- Guide prospective families through the admissions process (manually or online) and gather the necessary documentation for admittance
- Act as an ambassador of the School to external institutions or groups (authorities, schools, civic associations, real estate agencies, etc.);
- Perform regular visits and make presentations to key, or potentially key, businesses in the region (HR office of businesses, embassies, relocation companies, etc)
- Coordinate with the Principal and Wellness Director to respond to the needs of the incoming and outgoing families to tailor the transition process for each family
- Organize assessments of admitted students
- Organize individual and school orientations for mid-year and start of year arrivals, withdrawal procedures, path ceremonies
- Liaise with the Business Office to ensure timely and accurate billing of new students
- Provide general student services advice including transcripts, “certificats de scolarité”, recommendations, references and letters
- Uniform oversight (cost analysis, vendor options)
- Exit survey for departing families aligned to Centenary project
- Perform other duties as assigned by the Director of External Relations
- Ensure that required information on prospective students (pertaining to specific learning needs) is appropriately received and reviewed by the relevant staff, school principal, or head of school prior to acceptance
- Assist in the administration and proctoring of CAT-4 and MAP diagnostic testing for new students
- Set up student buddies for incoming middle school students and place families in Maisons

### Data management

- Maintain records using the appropriate software to track all enquiries through the entire admissions process, and record timely follow-up actions

- Consult and monitor correct use of the student information system to review incoming student profiles and enter demographic and contact information accurately and expediently
- Maintain and update physical student files
- Consult and correctly manage other school information systems as required
- Analyze and evaluate student data and produce enrolment management reports as required
- Complete and submit official forms including those submitted to outside organizations
- Comply with French and European data laws (French privacy laws, GDPR etc.)

### **Safeguarding**

- Comply with the school Safeguarding and Safe Practices Policy
- Be keenly aware of the responsibility for safeguarding children and help in the application of the policy within the school to ensure the welfare of children and young persons
- Compile risk assessments and uphold the highest standards in Health and Safety
- Be aware of medical needs of students and make effective provision for specific needs (e.g. inhalers, first aid)
- Coordinate supervision and collection of students on a daily basis with appropriate supervision
- Handle confidential information in a sensitive and professional manner and exercise discretion with regards to individual student issues

### **General**

- Attend and participate in meetings as required
- Participate in professional training and learning activities as required
- Maintain professional and effective working relationships with other school staff
- Demonstrate good knowledge of Marymount student life and teaching and learning
- Comply with school policies and procedures, French law and accrediting body regulations
- Comply with the school's communications policies and style guide and make sure communication is grammatically correct
- Undertake any other duties commensurate with the level of the post as required by the Head of School

### **Personal contribution and RSHM Heritage**

- Play a full part in the life of the school community
- Uphold the school's distinctive mission and ethos
- Encourage staff and students to follow this example