



# Job Description

## Registrar & Head's PA

### Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

### Background

The Registrar proactively communicates with potential and current parents, organises school events and visits and maintains an accurate database of existing and prospective pupils. This is a crucial role in school as a first point of call to new families into the school community. This role also assists Year 8 pupils' transition to future secondary schools.

Alongside the Registrar role, as Head's PA you would be pre-empting and supporting the Head's requirements on a daily basis.

In return, the school will offer you the opportunity to work in a beautiful setting, where you will be rewarded with a salary of £26,919.20 per annum, generous holiday, and, subject to negotiation, reduced school fees at Moor Park School or Tick Tock Nursery.

Moor Park School and Tick Tock Nursery provides care and education to children aged 3 months to 13 years of age. Moor Park is renowned for its happiness, atmosphere and pastoral care. The school is located amongst a beautiful 18<sup>th</sup> Century Manor House and is within easy reach of Ludlow and major routes in the area.

### Purpose

To support the Head as PA whilst as Registrar developing positive relationships with prospective and existing parents to maximise the number of pupils on the school roll.

### Registrar

Managing all aspects of the registration of new pupils and de-registration of leavers, including:

- managing all communications with prospective parents, arranging visits and school taster days and helping them feel welcome into the school community
- helping arrange and run marketing events including Open Days, information evenings and other school events
- recording parents who have attended Open Days and Events on Database and appropriate follow up
- maintaining an accurate database of prospective pupils
- managing completion of registration forms and paperwork involved for all new pupils
- assisting the Designated Safeguarding Lead (DSL) in obtaining safeguarding records from previous schools
- managing all leavers' paperwork for pupils exiting the school and assisting the DSL in forwarding relevant safeguarding information to their new school
- promoting the school at every opportunity and acting as an ambassador for the school, promoting its mission and vision at all times.

### Future Schools

Manage Y8 pupils' transition to Senior Schools, including:

- Liaising with staff and parents to advise on future schools

- Contacting future schools on behalf of our pupils
- Ensuring applications, references and scholarship portfolios are submitted by the deadline
- Arranging a Future Schools Fayre every other year
- Helping arrange pre-tests, interviews etc

## **Headmaster's PA**

Assisting the Head with all aspects of his day-to-day responsibilities, including:

- Proactive management of the Head's priorities
- Diary management and the arrangement of meetings and visits
- Managing communications to and from the Head, including preparation of letters
- Taking accurate minutes in weekly Staff meetings
- Co-ordinating adhoc Marketing tasks as required

The list of duties is not to be regarded as exhaustive and you may, at any time, be required to undertake additional or other duties as are reasonably necessary to meet the needs of the School. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

## **Person Specification**

### **Essential Skills & Qualities**

- Approachable, friendly professional customer-facing manner
- Ability to work as part of a team
- Excellent organisational skills and attention to detail
- Ability to prioritise workloads
- Excellent IT skills including using Word and Excel
- Excellent written and verbal communication skills
- Understanding of the importance of confidentiality

### **Desirable Skills & Qualities**

- Knowledge of Safeguarding
- Experience of working in Admissions and supporting a Senior Manager
- Experience of working for a school or small business

### **TERMS**

- The Head's PA role is term time only, whilst the Registrar role is year round with 6 weeks holiday entitlement per year
- 40 hours per week during term time; 8:30am to 4:30pm Monday to Friday
- (Registrar only) 20 hours per week during school holidays
- Salary £26,919.20 per annum
- School Fee Discount (subject to negotiation)