



GORDONSTOUN

Broader experiences, broader minds.

ASSISTANT REGISTRAR

Reports to: Head of Admissions

Job Purpose:

The Admissions Department's role is to deliver a targeted number and balance of admissions to the Senior and Prep Schools as directed by the Board of Governors.

The Admissions Department strive to be an integrated customer-focused sales team which is highly responsive to any enquiry and responds to queries promptly, collaborating with colleagues across the school. It aims to exceed the expectations of the prospective parent at every stage of the process, from the very first point of contact, until the day a new student arrives at Gordonstoun.

It is critical that every member of the team understands the unique educational ethos of Gordonstoun and can articulate its benefits clearly and persuasively.

This role will support the work of the Registrars in managing families through the admissions process to enrolment in the School.

Grade and working hours: 2BN (dependent on experience and qualifications).
37.5 hours a week.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

- Developing a knowledge and understanding of Gordonstoun to promote the school and respond to enquiries.

- Having a friendly and positive manner with prospective families, listening carefully and working with the Registrar to respond in a personal, individual and flexible way.
- Assist with the processing of applications; ensuring all documentation is submitted and chasing remaining items.
- Helping organize and run visits or online interviews by prospective families and educational partners.
- Maintaining records and systems with the highest levels of accuracy and attention to detail.
- Assisting with admissions events as needed. This may include occasional weekend and evening work.
- Developing good relations with colleagues across the school.
- Working well and appropriately with the students, especially in visits.
- Answering the phone in a timely and friendly manner.
- Assist with any other duties within the department or wider school as needed.

For the right candidate the role has the potential to grow with experience into a full Registrar role.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	3 A Levels or 5 Highers - Evidence of continuous professional development	University degree	Application form Sight of qualifications at interview
Knowledge	Experience of working in sales or the service sector		Application form Interview
Skills and experience	- Excellent writing, communication and interpersonal skills. - Excellent IT skills, including proficiency in all MS Office applications. - Experience of using databases/CRM Excellent communication and interpersonal skills.	Event management experience	Application form References Interview Task
Personal skills and qualities	- Excellent communication skills and a personable and empathetic manner. - Someone who enjoys working with and responding to 'customers'. - Conscientious and diligent, with excellent attention to detail. - Enthusiastic, diplomatic and calm under pressure. - A proven track record of strong working relationships with (students), colleagues and customers. - Flexible, with a can-do attitude. - Professional and discreet. - Ability to use own initiative and responding to new information or a changing situation. - Ability to multi-task and prioritise. - A positive and proactive attitude to manage high volumes of work. Enjoyment of working in a busy, often pressured but friendly team environment where everyone pitches in. - Neat and tidy appearance and courteous manner. - Someone who creates a positive and cooperative working environment. - A commitment to Gordonstoun's unique educational ethos. - A commitment to doing the best for students from diverse cultural backgrounds.		Interview Task
Child protection	- Suitable to work with children - A full PVG check will be completed on the successful candidate	Experience of working with children and young people	References PVG check