



GORDONSTOUN

Broader experiences, broader minds

ASSISTANT REGISTRAR JOB DESCRIPTION

Reports to: Senior Registrar

Job Purpose

The objective of the Admissions Department is to grow the school roll in line with the strategic plan, maintaining a diverse and international student body at both the school's senior and prep schools, being highly responsive to any enquiry and 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. The team understands the unique educational ethos of Gordonstoun and articulate its benefits clearly and persuasively.

The Admissions department works as an integrated customer-focused sales team, responding to queries promptly and collaborating to deliver the targeted number and balance of admissions to the Senior and Prep Schools.

This role will support the work of the Registrars in managing families through the admissions process to enrolment in the school, and the Admissions Executive in setting up and running admissions events and visits.

Grade & working hours: 2BN - 37.5 hours per week - Evening and weekend work and UK and international travel on occasion

Major Responsibilities

1. Driving Admissions Numbers

- a. To ensure all new leads are progressed in a timely and urgent fashion whether that be over the phone, via email, registration forms or from face-to-face events. Developing a knowledge and understanding of Gordonstoun to promote the school and to respond to enquiries.
- b. Provide administrative support to ensure an efficient system to steward prospective families from their first enquiry to enrolment.
- c. Responsible for account management of specific families, collecting all the relevant information and documentation needed to process an admission and following up with families at appropriate times to ensure the applications progress.
- d. Having a friendly and positive manner with prospective families, listening carefully and working with the Registrars to respond in an individual and flexible way.
- e. Maintaining records and systems with the highest level of accuracy.

2. Admissions Events & Administration

- a. Support the Admissions Executive in building the calendar of admissions events, visits and webinars.
- b. Assist in the set up, organisation and delivery of these visits, events and virtual interviews making sure they are run to the highest standards and that every aspect is appropriate to the families that are taking part.
- c. Attend events and fairs on your own initiative or as part of a team, ensuring the event maximises the number of leads produced.
- d. To liaise with any members of staff who will be involved on the day developing good relations with colleagues across the school.
- e. To be flexible on the day of events, adapting where necessary or where new information comes to light.
- f. To arrange or advise the family on the logistics such as accommodation and taxis where required.
- g. To ensure the wider admissions team are well briefed and aware of their roles on the day.

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	<ul style="list-style-type: none"> ● 3 A Levels or 5 Highers ● Evidence of continuous professional development 	<ul style="list-style-type: none"> ● Degree or equivalent 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> ● Experience of working in the sales or service sector 		Application form Interview
Skills and Experience	<ul style="list-style-type: none"> ● Experience of using databases / CRM and modern communications tools ● Excellent literacy, numeracy and IT skills ● Excellent writing, communication and interpersonal skills 	<ul style="list-style-type: none"> ● Event Management Experience 	Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> ● Excellent communication skills and a personable and empathetic manner. ● Someone who enjoys working with and responding to 'customers'. ● Ability to work as part of a team, and confident to attend fairs and to travel solo and achieve results ● Conscientious and diligent, with excellent attention to detail. ● Enthusiastic, diplomatic and calm under pressure. ● 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. ● Neat and tidy appearance and courteous manner. ● Someone who creates a positive and cooperative working environment. ● A commitment to Gordonstoun's unique educational ethos. 		Interview Task

	<ul style="list-style-type: none"> • A commitment to doing the best for students from diverse cultural backgrounds. 		
Child Protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children and young people 	References

