



BREDON  
SCHOOL



Registrar – Temporary (One Year)  
Appointment Brief







# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Registrar

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**Job Title:** Registrar

**Reporting to:** Headmaster

## **Overview of the role:**

The Headmaster is seeking to appoint an Admissions Registrar on a temporary basis to cover a long-term absence. This is an exciting time to be joining Bredon as it continues to develop its reputation as a leading Dyslexia Friendly Independent Boarding and Day school. There has been significant growth in pupil numbers as well as an increase in applications to the school in recent years contributing to long term investment to both the facilities and common room.

The Registrar will be the first and main point of contact for prospective families and will ensure a smooth transition through the admissions process into school life whilst delivering an exceptional level of service and ensuring a high quality of work that is representative of the reputation of the School. They will take a professional, reassuring, confident and proactive approach to all aspects of the admissions journey and will oversee a constant turnaround of enquiries, applications, meetings and visits throughout the year.

Admissions is busy year-round; therefore, this role is full-time and requires someone who is proactive and forward-thinking, to ensure that during peak periods they are well prepared and responsive to the demands of the job.

The successful candidate will be an enthusiastic, organised and dynamic individual with experience of the admissions process within Independent schools. Excellent organisation skills and meticulous attention to detail together with engaging customer service skills are of paramount importance. The successful candidate will embrace our values and be an ambassador for the School. Along with our Head of Marketing & Communications and excellent support team, they will be responsible for the enrolment of an optimum intake of pupils each year and will continue the school's growth of both boarding and day numbers in our Junior and Senior schools.

# Main Duties & Responsibilities

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## Hours of work:

Full-time; 8am until 4.30pm and occasional days for training / inset / Open days and events.

**Salary:** Dependent on qualifications and experience

## Main Duties:

- To act as Registrar for Bredon School
- To act as an ambassador for both the school and the Headmaster in all matters.

## Key Responsibilities:

- Take a lead role in the school's recruitment and admissions process with the aim of optimising pupil numbers in order to contribute to the quality of educational experience and the sustainability of the School.
- In addition to the above duties, the Registrar is a member of the wider academic support staff and is thus expected to be a team player who will assist other administrative staff during busy periods.

## Specific Responsibilities:

- Manage the planning and delivery of some school events, such as Open Mornings, ensuring they are appropriately advertised and organised, liaising with all relevant staff.
- Lead on the organisation for the School's attendance at the Independent Schools Show / BBSW (and other recruitment events) and to attend the whole event.
- Act as the eyes and ears of the Headmaster, regularly reviewing the school website, parents portal etc. to ensure information is up to date and accurate.
- Arrange visits to the school and lead tours for prospective parents.
- Analyse admissions data to inform future marketing work in order to improve recruitment of pupils to the school.

- Work with the Headmaster to devise and implement a clear admissions strategy.
- Advise the Governors and Headmaster on the Admissions Policy, ensuring that it is current and meets legal requirements.
- Ensure full records are maintained on both the pupil file and the Admissions file; to create the initial setup for pupils within SchoolBase.
- To lead on the management of the School's paperwork for the acceptance of pupils and the School terms of conditions, ensuring that both are fit for purpose and reflect current legislative requirements. This will include the need to work alongside the lead SENDCO reviewing any EHCP applications.
- Register all day and boarding prospective parents on a database, ensuring that they receive the relevant information packs in a timely manner.
- Organise and oversee the administration in conjunction with the SLS team of the selection tests for all candidates and ensure that adequate arrangements are made for special needs requests.
- Establish good working relationships with other schools and potential clients.
- Manage the applications for scholarships, assisting the Bursar & Headmaster in determining the scholarships and notifying the successful parents and Bursary department accordingly.
- Ensure that the pupil data on SchoolBase is maintained, reflecting the current status of joiners, leavers, change of address etc. and to ensure that the UPN number has been obtained from the previous school.
- Organise and run induction days for new pupils and families.
- Assemble and issue joining packs to new pupils and their families.
- Prepare and send out copies of the school prospectus and relevant school information to interested parties.
- Update all recruitment and admission paperwork annually.
- Liaise with the Bursary regarding applications, new starters, leavers and advise with regard to payment of deposits, fees, etc.
- Liaise with other schools regarding information and grading of pupils ahead of transfer into the school.
- Manage the daily email and telephone enquiries about the School and admissions in particular and respond in a timely manner.
- Inform the local authority of the destinations of leavers.
- Work with the Marketing Officer to provide data on the local and national markets in order to ensure effective marketing and recruitment processes.

- Alongside the Headmaster's PA and Head of Marketing & Communications take an active role in the Inside Bredon publication and the annual Founder's Day.
- Based on admissions work, produce forecasts of pupil numbers in-year and for future years and in-line with the School Development Plan / Cavendish targets.
- Act as the sponsor for overseas pupils recruited to the School, liaise closely with the Headmaster regarding suitability of applicants, manage the CAS process with the DfE and Home office and ensure appropriate records are maintained under the Tier 4 process.
- Assist overseas families to ensure appropriate guardianship arrangements are in place.
- Maintain good relationships with overseas recruitment agencies and closely monitor performance.
- Engage with suitable agents to develop and grow pupil numbers within boarding.
- Engage with the MOD regarding suitable pupil applications through the CEA finding stream.
- Work with the Head of Marketing & Communications to maintain and build relationships with Alumni.

#### **Knowledge:**

- Build and maintain knowledge of pupils, staff, parents and other regular visitors to the school.
- Maintain detailed knowledge of school routines and forthcoming events.
- Computer literate with knowledge of Google and MS Office packages.
- Knowledge of marketing and market research skills.

#### **Health and Safety:**

- To safeguard the health and safety of pupils and colleagues whether on the school premises or engaged in school activities elsewhere.
- To carry out any necessary risk assessments in line with the school's health and safety policy.

#### **Other Responsibilities:**

Any other duties negotiated with the Headmaster.

**Generic Accountabilities:**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

**Safeguarding Children:**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

**Confidentiality:**

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection:**

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

**Benefits:**

- Free onsite parking
  - Lunch provided in term time
  - Beautiful working environment
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# Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to A Level standard or equivalent with a minimum 5 GCSE's grade A*-C including English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Qualified in the principles of admissions (e.g. AMCIS Certificate in Admissions Management).</li></ul>
Skills/ Knowledge	<ul style="list-style-type: none"><li>• Experience of leading a team and the ability to motivate and inspire.</li><li>• Experience of Admissions within the Independent Sector.</li><li>• Experience of working with Agents in relation to pupil recruitment.</li><li>• Excellent interpersonal skills and the ability to communicate effectively with governors, staff, present and prospective parents, pupils and external bodies.</li><li>• Ability to work under pressure and meet deadlines.</li><li>• Understanding of and commitment to safeguarding.</li><li>• IT skills; understand how systems and technology can benefit and be active in seeking out ways to use technology to aid the admissions process</li></ul>	<ul style="list-style-type: none"><li>• Experience of managing resources and departmental finances</li><li>• Knowledge of Boarding Schools</li><li>• Knowledge of Google systems</li><li>• Knowledge of SchoolBase</li><li>• Knowledge of Dyslexia</li></ul>

# Person Specification

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	Essential	Desirable
Personal competencies and qualities	<ul style="list-style-type: none"><li>• 'Can do' attitude</li><li>• Sense of humour</li><li>• Ability to multi-task and manage your own priorities and workload and work to tight deadlines</li><li>• Enthusiastic and approachable</li><li>• Proactive, resourceful and innovative</li><li>• Flexible approach and adaptable to change</li><li>• An optimistic and resilient style when faced with pressure</li><li>• Team player</li><li>• Be smart, presentable and socially confident when dealing with people of all ages and abilities</li><li>• Discretion, tact and confidentiality</li><li>• Strong communication skills</li><li>• Commitment to diversity and equality</li><li>• Commitment to Health &amp; Safety</li></ul>	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.