



King's High School



## Information for Applicants

School Registrar



## A Message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, students, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

**Dr Burley**  
**Head Master**



# The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 780 students aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our students.

We value friendship, social responsibility, intellectual curiosity and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our students to grow into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th Year, the school moved into its stunning new home on the Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School.

King's High School was shortlisted for Independent Students' School of the Year 2020 and has further recently received the accolade of becoming a Tatler school.

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)



Warwick Independent Schools Foundation comprises two schools: King's High with Warwick Preparatory School, and Warwick School. The Foundation is unique in the Midlands, offering co-education for our students aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our students: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



# The Role

We are seeking a registrar to provide an outstanding customer service for pupils for 11+, 16+ entry and other year groups, to ensure the continued health of King's High School.

The successful applicant will be educated to degree level or have significant relevant experience and will have previous admissions experience within education. The successful applicant will also have a good understanding of processes required to recruit students and will have exceptional interpersonal skills, with the ability to quickly build rapport with customers. They will be well organised and with experience of data management and analysis, ideally using iSAMs.

This is an exciting opportunity to manage and take responsibility for all aspects of the customer journey, including organising and running admissions events and communications.

For more information, please visit: <https://www.kingshighwarwick.co.uk/vacancies>



## **Job title – King’s High School Registrar**

### **JOB DESCRIPTION**

**Reporting to:** The successful candidate will report to the Foundation Head of Admissions

#### **PURPOSE OF JOB**

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

#### **KEY TASKS**

- To recruit pupils at 11+, 16+ and in other year groups as required including international pupils, to ensure the continued health of King’s High School.
- To ensure the admissions processes at King’s High School are administered promptly and effectively, including processing registration forms, arranging tours, offers and acceptances and maintaining the registration and waiting lists.
- To be the first point of contact for enquiries from prospective parents and to be the “public face” of King’s High School.
- To liaise with Senior staff, taking into consideration the individual needs of prospective pupils and parents.
- Manage and take responsibility for all aspects of the admissions process e.g. interviews and school visits for all applications to ensure that applicants receive a positive impression of the school and that our schools are the first choice for prospective parents and students in the area.
- With support from the Foundation Head of Admissions, organise and manage Admissions events as required; working collaboratively with the Marketing team and Admissions colleagues.
- Routinely and rigorously monitor admissions data, updating the school database and reporting regularly to the Foundation Head of Admissions.
- Develop innovative, creative and effective solutions to share with Foundation Head of Admissions, to address any Admissions concerns and to enable effective and timely action to be taken.
- Maintain a “prospects” list for King’s High School enquiries and report to the Foundation Head of Admissions on the number of enquiries, applications etc. on a regular basis.
- Work collaboratively with the marketing team to create and send simple emails to prospects at 11+ and 16+, analysing data as required
- Maintain regular contact with pupils prior to their arrival in the School to include mailings and induction information and events
- Maintain a good working knowledge of both local and national trends within the independent education sector.



- Ensure all Admissions activities are on track as per customer journey, liaising with and supporting the Prep School Registrar as required.
- To undertake any task reasonably required by the Foundation Head of Admissions, Foundation Director of Marketing and Admissions and Head Master.

**ADDITIONAL DUTIES**

- Undertake such duties as the Head of Admissions or those delegated by him/her, may from time to time reasonably request within the level of the post.
- The post holder must comply with the prevailing legal requirement under the General Data Protection Act and the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Head of Health & Safety.





## Further Details

**The Employer** is the Warwick Independent Schools Foundation.

### Salary

Support Staff Points 24-27 (£22,136 - £24,350 actual).

Full time (37 hours per week) for 38.4 weeks per year (term time only plus 3 weeks in the holidays; holiday working will be 37 hours per week but there is a degree of flexibility)

The Warwick Independent Schools Foundation has its own salary scale and the salary will be determined according to qualifications and experience.

### Staff Lunches & Parking

Lunches are provided, free of charge and staff are allocated a free parking space in one of several car parks on campus.

### Pension

Applicants will automatically be enrolled into the NEST Pension scheme.

### Child Protection

The School's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

### Safeguarding

All staff are required to:

1. Adhere to the School Policy on safeguarding and undertake training as required;
2. Ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

### Appointment Method

Interviews

### Closing Date

**Wednesday 9<sup>th</sup> March 2022 at 12pm**

*Please note – strong applications may be considered upon receipt.*

### The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

### Enclosures

- Application Form
- Job Description
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement



# Person Specification

	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level or significant relevant experience</li> <li>High level of literacy and numeracy, with minimum level 5 GCSE or equivalent in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualifications in Admissions and/or Marketing</li> </ul>	<p>Contents of the Application Form</p> <p>Copies of qualifications.</p>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>Experienced senior administrator with at least 4 years' experience in a fast-paced customer facing environment</li> <li>Experienced user of MS Office, e.g., Word and Excel</li> <li>Experienced user of databases and effectively interrogating data to identify trends to assist planning</li> <li>Good understanding of processes required to recruit international students (e.g., visa application process)</li> </ul>	<ul style="list-style-type: none"> <li>Significant experience of recruiting international pupils and the visa processes involved.</li> <li>Previous admissions experience within the education sector</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Exceptional interpersonal skills with ability to quickly inspire confidence</li> <li>An eye for detail</li> <li>A collaborative manner, and a flexible, "can do" approach</li> </ul>	<ul style="list-style-type: none"> <li>Mentoring or coaching colleagues</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p>





	<ul style="list-style-type: none"> <li>• Excellent communication skills both on the phone and in person that allows effective communication at all levels</li> <li>• Proven ability to deliver and role model outstanding levels of customer service</li> <li>• Quickly builds rapport with customers</li> <li>• Excellent organisational skills to meet deadlines and ability to use initiative and prioritise workload</li> <li>• Ability to write in excellent English with high standard of grammar and literacy</li> <li>• Demonstrate skills in numeracy, combined with the ability to understand, track &amp; explain data</li> <li>• Proactive, hardworking and self-sufficient</li> <li>• The ability to both forecast and interpret data</li> </ul>		Professional references
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to provide cover at a number of events taking place outside of normal school hours</li> </ul>		
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people and vulnerable adults.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> </ul>		Contents of the Application Form Interview Professional references Successful DBS Clearance



<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Understanding of the requirements of Equality and Diversity</li></ul>		
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King's High School  
Warwick Preparatory School

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Warwick Preparatory School  
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01926 491545  
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