

## Job Description

<b>Job Title:</b>	<b>Day Pupil Registrar</b>
<b>Employer:</b>	<b>Dollar Academy</b>
<b>Job Summary:</b>	<p>The Day Pupil Registrar manages the day to day running of all aspects of day pupil recruitment from enquiry through to admission, ensuring a positive joining experience for all pupils and parents.</p> <p>Working closely with the Director of Marketing, Admissions and Development, the Day Pupil Registrar is responsible for converting day pupil enquiries into confirmed places and will be comfortable operating in a fast-paced, customer-focused environment. Excellent organisational, communication and administrative skills are a must for this role.</p>
<b>Key Responsibilities and Duties</b>	<p><b>Admissions Management</b></p> <ul style="list-style-type: none"> <li>• Managing the day admissions process from enquiry to entry.</li> <li>• Handling incoming enquiries from prospective parents via telephone and email, and scheduling school visits with the Rector, Assistant Rectors and any other relevant colleagues.</li> <li>• Organising taster days, where requested.</li> <li>• Preparing pre-visit reports for the Rector in advance of visits and agreeing any specific requirements and opportunities to optimise the prospective parent and applicant experience.</li> <li>• Managing databases and ensuring accurate records for all enquirers and applicants are maintained.</li> <li>• Managing all prospectus requests.</li> <li>• Liaison with the Assistant Head of the Prep and Junior Schools to arrange interviews and entrance testing for pupils in Prep 1 to Form II.</li> <li>• Managing postal entrance examinations with overseas schools.</li> <li>• Managing offer letters and contracts.</li> <li>• Managing the distribution of starter information to all new families and responding to queries from families ahead of their start date.</li> <li>• Liaison with feeder schools regarding prospective pupil references/reports, helping to build a positive relationship between these key schools and the Academy.</li> <li>• Work closely with the Director of Marketing, Admissions and Development to continually optimise the marketing strategies for the school.</li> <li>• Liaison with School Office over the selection of Form VI pupils to act as school guides for families.</li> <li>• Building and maintaining a good understanding of Dollar Academy as a school (curriculum, year groups, co-curricular activities, strengths and weaknesses, ethos).</li> </ul>

	<p><b>Forecasting</b></p> <ul style="list-style-type: none"> <li>• Producing regular updated reports for the Rector and the Bursar on the School roll.</li> <li>• Maintaining an accurate record of forecasted pupil numbers for the next academic year and communicate this regularly to senior staff members.</li> </ul> <p><b>Events &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Organising the main entrance examination in January and any subsequent supplementary entrance examinations required throughout the year.</li> <li>• Working closely with the Assistant Head of the Prep &amp; Junior Schools, the Rector and the Director of Marketing, Admissions and Development to arrange key events such as the annual Open Morning and other admissions events.</li> <li>• Working closely with Head of Prep &amp; Junior Schools to arrange the annual Come &amp; Play sessions for 3 &amp; 4 year olds.</li> </ul> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Providing a welcoming and efficient point of contact between parents and the School.</li> <li>• Meeting with prospective parents regarding any aspect of the admissions process and conducting tours if required.</li> <li>• Providing ongoing support to prospective families until pupils join the Academy.</li> <li>• Managing the administration of current pupils who become leavers.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Participate in training and development as required.</li> <li>• Be responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy.</li> <li>• Act at all times with the best interests of the Academy in mind, and undertake such other duties in respect of area of responsibility, as may be communicated the Rector,</li> </ul>
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**Person Specification**

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a fast-paced, customer-focused environment is required.</li> <li>• Experience of school admissions, gained within a similar role in the education sector, is advantageous.</li> <li>• Knowledge of independent schools is advantageous.</li> <li>• Knowledge of the Scottish School system eg. Subject choices, SQA examinations, Support For Learning, Pastoral Care, Co-Curricular activities</li> </ul>
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**Skills and Attributes**

- Above all, excellent interpersonal skills and the ability to engage with parents to promote Dollar Academy.
- Ability to work under pressure.
- Methodical and efficient approach to office procedures, database and record keeping.
- Good knowledge of the Microsoft Office Suite and databases.
- Outstanding communication skills, both orally and in writing, including the ability to form positive relationships quickly and to relate well to people on all levels.
- Confidence and efficiency in dealing with prospective parents, members of staff and external agents.
- Ability to prioritise and use own initiative.
- Ability to be proactive and generate new ideas to improve the admissions process.
- Possess the confidence and leadership skills required to implement change.
- Have a sensitive and caring approach when dealing with families.
- Ability to proactively promote the school with external bodies and to articulate and model our values in all interactions.
- Willingness to work extended hours, including evenings and weekends when required.