



1. Job Title: Registrar, UK Admissions (Full time, all year round)

2. Job Summary: This is an important role within the College, taking responsibility for the selection and admission of UK pupils into the College. You will be expected to take a lead in generating and maintaining a first-class admissions experience.

This role is part of the Marketing and Admissions team which has the overall responsibility for raising awareness of the College, generating a future pipeline of pupils and ultimately the recruitment / enrolment of new pupils. This role works alongside a part-time International Lead and reports into the Director of Marketing and Admissions (DMA) for Eastbourne College and St. Andrew's Prep. The role is supported by admissions assistants.

3. Duties and Responsibilities:

a) General

- Line management of Admissions assistants
- Deliver a world class admissions process from first enquiry through to the pupil joining
 - Together with the DMA and colleagues from the marketing department, create the necessary suite of customer content to better support the customer journey
 - Supporting the DMA, help devise and roll out new admissions procedures
 - Responsibility for the admissions policy and appropriate documentation (online and offline)
 - Quality assurance for all stages of the admissions process (internal and external)
- Deputise for the International Lead in their absence
- In conjunction with the Events Coordinator, lead on all admissions events that primarily cater for UK admissions e.g. Y9 scholarships

b) Reporting

- Responsibility for maintaining an accurate and up-to-date overview of the status of the UK admissions pipeline for all relevant future years
- Responsibility for the preparation of data for the DMA to support their decision making and upwards reporting needs
- Use all available performance data to fine-tune the College recruitment and admissions processes
- Maintain an accurate database and CRM system, if in use, and make best use of their functionality
- Together with the International Lead, liaise with Housemasters/mistresses over house lists to optimise pupil allocation

c) Representation and relationships

- Be an active, approachable and engaging presence for all staff, pupils and parents
- Represent the College and attend school events and functions
- Provide advice to parents/guardians about availability of places in all year groups and entry criteria
- Together with the admissions assistants, arrange visits/tours for prospective parents according to their likely needs and best use of available staff
- Working alongside the Head of External Relations to foster and develop excellent relationships with feeder school Heads
- Working with the wider team collectively to organise and help deliver open days and other activity to help drive registrations

d) Governance

- Knowledge of HMC guidelines, application and implementation
- Oversee the testing entrance requirements or admissions process for UK candidates
- Have a basic level of knowledge and experience of UKVI requirements for overseas students
- Ensure all safeguarding protocols are adhered to
- Ensure appropriate due diligence carried out to support KYC/AML
- Maintain the ISI and DfE census information

e) Finance

- Ensure pupil information is quality assured ahead of key financial milestones
- Ensure all data correctly populated on the MIS and supporting documentation uploaded in a timely fashion
- Ensure deposits are received and accounted for in a timely fashion

f) Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

g) **Other**

- Assist with secretarial, administrative and general duties as required
- Other duties that may be reasonably delegated to you by your manager in support of Eastbourne College and the wider Charity

4. Person Specifications:

The following knowledge and experience is preferable:

- Educated to degree level or equivalent
- Experience of independent schools and the admissions process
- Team management experience
- Understanding of prep schools
- Experience in a highly prestigious customer service environment
- The ability to lead by example and create a stable working environment for self and others
- Possession of excellent communications, management and relationship skills and the ability to relate to and work with a variety of people from different backgrounds
- An aptitude to demonstrate fairness and impartiality
- The ability to exercise discretion
- Being able to demonstrate reliability, resilience and having a calm approach
- A likeable disposition and ability to get on with those at all levels.
- Personal attributes would include:
 - A high degree of literacy and numeracy
 - A pragmatic approach to work with excellent ability to prioritise
 - Superb organisational skills
 - A self-starter and highly motivated

5. Terms and Conditions:

Salary: £40,000 to 45,000 dependent on experience.

Hours of Work: Such hours as necessary to fulfil the requirements of the role but expected to be a minimum of 40 hours per week. You will be required to work four Saturday mornings during term time (for which TOIL will be given), and a few evenings / weekend days pending the activity plan, so flexibility is crucial.

Pension: After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you must also contribute 3%. You may choose to opt out of the pension scheme.

Holiday: Five weeks annual holiday plus Bank Holidays.

Other benefits:

- Life Cover of three times salary
- Free lunch when Dining Hall open
- Free use of College sports facilities
- Annual pay review (inflation consideration)

6. Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

The closing date for applications is **Friday 27 June 2025**.

For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452288.

7. Safeguarding and Equal Opportunity Statements

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.