



## JOB DESCRIPTION

Role: **REGISTRAR**

Hours: 8:00am – 4.30pm\* 4 days per week, Term Time plus 4 weeks during holiday times by agreement.  
(No holidays to be taken during term time unless by arrangement with your Line Manager)  
The registrar might be required to attend some evening events.

Report to: The Head

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**Role: To be the Registrar for all applicants to the school at 4+ and 7+ or occasional places.**

**Key Responsibilities: -**

- To oversee and manage all aspects of the admissions process (4+ ballot, 7+ assessment, Bursary applications)
- To liaise with and provide support for the Head of Middle School on all aspects of the 7+ process
- To liaise with the Head of EYFS and KS1 on all aspects of the 4+ ballot and entry procedures
- To provide analysis of admissions data and present reports
- To execute an efficient yet warm and welcoming admissions service, ensuring a professional service for parents, staff, feeder schools and the wider public
- To help facilitate Open Days, Induction Days and other events; represent the school at a range of external events to help build relationships. These may be during the evening or occasionally at weekends
- To run 'occasional vacancy' assessments as and when needed, in conjunction with relevant Heads of Year to fill places in the School, operating efficient waiting lists and taking responsibility for ensuring Bute House has its maximum permitted number of students on role at all times
- To oversee a comprehensive enquiries database/records system (SIMS) from initial application through to offer and acceptance
- To undertake analysis of 7+ entrance results and make place offers and manage the offer process
- To manage the induction of new pupils and parents to the School, providing all the information they need to make a smooth transition to Bute House
- To oversee pupil induction materials; provide relevant Heads of Year with the required documentation relating to new pupils and their induction
- To maintain the Admissions Register in line with current legislation and regulatory requirements
- To ensure the Head/DFO and Head of Middle and Lower Schools are promptly informed of pupil leavers, new starters and any changes in financial assistance
- To keep admissions procedures and documentation (e.g standard SIMS letters) under annual review to ensure that they are meeting objectives, and make recommendations for change
- To attend weekly DFO Calendar meetings when relevant i.e when an admissions event is coming up
- To delegate responsibilities to the assistant registrar as required
- Any additional jobs given by the Head commensurate with these roles

*Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check before they start work at the school as well as taking up references before interview.*

*March 2025*