



PERSON SPECIFICATION

Role: Registrar

	ESSENTIAL These are qualities which are required to do this job. No applicant would be considered if they did not have these.	DESIRABLE These are additional qualities, which may be useful when the panel is selecting the final shortlist.	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to Degree level or relevant qualifications 		Certificate Application Form
Experience	<ul style="list-style-type: none"> Registrar experience 	<ul style="list-style-type: none"> Familiarity with a school environment/independent schools' sector 	Application Form References Interview
Skills	<ul style="list-style-type: none"> Keen eye for detail and high level of accuracy Ability to prioritise, manage multiple tasks simultaneously Strong interpersonal and communication skills including the ability to establish and develop positive working relationships with all members of the School Community High standards of written communication, grammar and spelling. 		Application Form References Interview
Knowledge	<ul style="list-style-type: none"> Practical experience of working in a Registrar role 	<ul style="list-style-type: none"> Knowledge of SIMS or databases 	Application Form Interview
Personal competencies and qualities	<ul style="list-style-type: none"> Excellent interpersonal and verbal communication skills Keen attention to detail and a high level of accuracy Ability to prioritise, manage multiple tasks simultaneously and meet deadlines High degree of personal motivation, including the ability to work independently Able to multi-task and work well under pressure Ability to work independently as well as collaboratively Ability to form and develop good working relationships with colleagues, suppliers and stakeholders A friendly 'can do' approach and a sense of humour 	<ul style="list-style-type: none"> A genuine interest in education. Contribute new ideas which align with the School's strategic objectives 	Application Form Interview