



THE ORATORY PREP SCHOOL

Curiosity | Kindness | Wisdom

Registrar

Full-time, Permanent Post

www.oratoryprep.co.uk



THE ORATORY
PREP SCHOOL

Letter To Candidates

Dear Candidate,

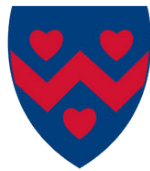
Thank you for your interest in the post of Registrar at The Oratory Prep School. This is an incredibly exciting time to be joining the school's family, and we are looking for the right person to join our talented staff, supportive parents and amazing children.

The Oratory Preparatory School (The OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefitting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Oratory Prep School aims to provide the best possible education for its pupils, both in and outside of the classroom. Staff are expected to have high expectations and are provided with every support from myself and the Senior Leadership Team.



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For those wanting to join us here at The Oratory Prep School as our Registrar, I would welcome a call from candidates to talk through the process. Please read through the job description, person specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the post of Registrar at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates. Please complete the application form and send, together with a covering letter, to Human Resources at humanresources@oratoryprep.co.uk. If you wish to arrange a call with me or a potential visit, please use the same email address. Please note that we may interview and appoint before the closing date, so early applications are encouraged.

Good luck!

Mr Andrew De Silva
Headmaster

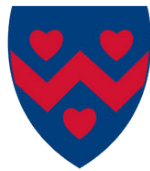


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Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse programme on Saturdays, called The Newman Programme, offering orienteering to Podcast Club.





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Advert: Registrar

Do you believe that relationships are the key to a happy and successful school? If so, please do read on...

The Oratory Prep Schools seeks to appoint a Registrar to work alongside our International Admissions Manager and the Assistant to the Registrar. This role is critical to our school's continued success and will require a person wanting to focus on people to support retention and recruitment. The Oratory Prep School (The OPS) has a fantastic local and national reputation as one of the country's leading prep schools, which educates children from 2 – 13. As you can imagine, our fantastic staff and superb resources and facilities provide our children with unique opportunities, and our staff with wonderful tools to support learning.

As you can see, the future here at The OPS is very exciting and we are looking for the right person to contribute to our children, our team and the wider school family. The pupils at The Oratory Prep School are absolutely delightful and are enthusiastic learners. Parental support is very strong and the staff and the Governing Body (Bellevue Education) are committed to improving outcomes and experiences for all.

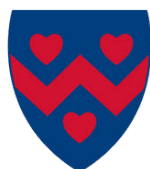
We are looking for someone who is:

- Creative – happy to create ideas outside the box
- Open to new ideas and willing to commit to new initiatives
- Eager to lead and take a full and active part in all aspects of our school community
- Highly organised and an excellent communicator with staff, parents/guardians and pupils
- Naturally positive and a fun team player – with a great sense of humour!

In return, we offer you the opportunity to:

- Create your own destiny within our the school's vision of Providing excellent experiences for all
- Work within a school community that is proud of its achievements and well-motivated to continue to develop further
- Work within a supportive team
- Great professional development tailored to fit your needs
- Support from the Bellevue Education Group

The Headmaster, Mr De Silva, would be delighted to talk to potential candidate about the school and about the role. To visit the school/speak to Mr De Silva, please email humanresources@oratoryprep.co.uk. Please use the same email address to receive an application pack.



Details About The Post: Registrar

Salary and Benefits	<ul style="list-style-type: none">• Salary - £30,000-£35,000• Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;• Continuing Professional Development (CPD)• Pension with Scottish Widows• Perkbox - rewards and benefits platform• Swimming sessions in the school pool (free)• Generous pro-rata fee remission
Type of post	Permanent Post
Safeguarding of pupils	The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks.
Expected Start Date	As soon as possible, or January 2024
Working Hours	Full-Time
Equal Opportunities	<p>Rationale The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p>Purpose</p> <ul style="list-style-type: none">• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics. <p>Guidelines</p> <ul style="list-style-type: none">• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.
Closing Date Interview Day	Monday 4th December, 4pm Friday 8th December



Details About The Post: Registrar

Job Description

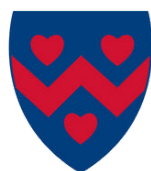
We are seeking to appoint an experienced and highly capable Registrar. The successful candidate is responsible for leading the development of the agreed admissions strategy to support the growth targets and objectives for the school. S/he will develop and implement timely, tactical recruitment campaigns that generate admissions enquiries, and maintain an efficient admissions process to achieve the school's enrolment targets. The successful candidate's key objectives will be to drive recruitment, retention and promote word of mouth and parent satisfaction in the school.

This is an exciting time in the school's development, and working alongside the Marketing and International Admissions Manager, we hope that our new Registrar will bring energy and initiative and that s/he will play a key role in helping to achieve the school's enrolment and development objectives. The position calls for a high level of relevant experience, a thorough understanding of the world of independent education and for a combination of outstanding administrative, managerial, communication, marketing, IT and people skills.

We are looking for a flexible and goal driven "all-rounder" with an entrepreneurial spirit, a strong work ethic and a drive to build strong parent and pupil satisfaction and awareness in the local community for The Oratory Prep School. You will be self-motivated, creative and have a sincere interest in other people. With a strong focus on goals and detail-orientation, this role provides you with a great deal of responsibility and autonomy. If you enjoy working hard and are motivated by seeing the results of your efforts, this position will both challenge and inspire you.

You will work with the Headmaster to clearly articulate the ethos and character of the school. You will be able to communicate the identity of the school through various media to multiple potential parent groups. This will build brand awareness of the OPS, what it stands for and its USPs.

In this role you will report directly to the Headmaster, with close links to the Bellevue central marketing team as a member of its wider team.



Details About The Post: Registrar

Main Duties

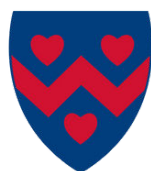
- Provide a warm and welcoming and efficient point of contact between parents and the School concerning all aspects of the admissions process
- Build and maintain for as long as necessary an inclusive relationship between the School and prospective families, identifying any point of interest, ensuring that swift communication is employed.
- Maintain an effective admissions customer journey and process, and ensure that appropriate and timely action is taken to maximise enquiry generation and conversion at every stage of the process
- Prepare the Headmaster in advance of each parent visit/meeting, and provide regular weekly updates on activities – enquiry levels, visits, etc.
- Conduct tours of the school with visiting prospective families
- Follow up all visits by appropriate methods of communication.
- Provide leadership and vision to ensure that the School's admissions practices and procedures are up to date, compliant with all relevant regulations and effectively implemented and that they are seen as dynamic systems that are continually kept under active review.
- Undertake analysis of entrance examination/test results as required.
- Assist the Headmaster with the process of making offers, maintain records of responses, regularly update the Headmaster on responses received and initiate appropriate follow up to responses.
- Oversee all payment, billing, academic and pastoral needs before enrolment liaising with other schools.
- Organise new pupil events and to help to coordinate Future Schools events, ensuring that all parties receive relevant documentation; assist with form allocation and prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction.
- Liaise with the Bursar and Finance Manager regarding applications and advise with regard to payment of Registration fees, deposits and monies paid.
- Follow through every application to the point of final acceptance or withdrawal of interest by reviewing application forms, ensuring that all relevant documentation is received, arranging and supervising testing where appropriate.
- Identify where the admissions pipeline lacks an appropriate number of enquiries to achieve the budget number and ensure that the Headmaster and Bursar are aware of the shortfall and can implement necessary actions



Details About The Post: Registrar

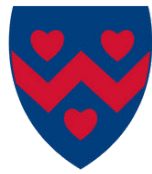
Main Duties

- Conduct follow-up calls to parents who did not choose the School, to build awareness of where the school loses pupils to, and areas for improvement
- Maintain the School's HubSpot and iSams database and ensure accurate data input for all stages of the process, reflecting the current status of joiners, leavers, change of address etc, and ensuring that the UPN number has been obtained from the previous School
- Coordinate with admissions staff to evaluate applications, conduct interviews, and make enrolment decisions
- Ensure that pupil data with respect to pupil admissions, enrolment, achievement, progression is up to date, accurate, fit for purpose and recorded according to appropriate policies and procedures
- Ensure weekly and monthly KPI reporting and monitoring is in place at the School, and participate in monthly discussions with your Head and Bellevue Group Marketing so that the data is being used effectively to guide marketing and admissions actions
- Contribute to formal returns on pupil numbers and pupil data, as required, by external agencies such as IAPs
- Deliver and develop pro-active support, ensuring effective communication and information provision for all families; from pre-arrival through to completion of studies
- Contribute to the work of the School in accordance with work flows relating to the academic year
- Ensure that the main pupil files are created and maintained, held in the School office, and that the records are retained in the archives according to regulations
- Work evening/weekends when required
- Support with coordinating the school's Holiday provision - mainly summer school during the summer months, but this could extend further during other holidays
- Undertake any duties as required by the Headmaster or Governance



Details About The Post: Registrar

Person Specification		
	Essential	Desirable
Professional Experience	<ul style="list-style-type: none">• Minimum of 5 years' work experience in admissions• Experience in developing and implementing successful admissions strategies.• Excellent communication skills with fluency in English (evidenced through GCSEs and A Levels)• Degree educated	<ul style="list-style-type: none">• To have experience of working in an education setting, particularly in the Independent School Market• Degree in Marketing or a related field
Marketing Skills	<ul style="list-style-type: none">• Proficiency in marketing analytics and the ability to use data to make informed decisions• Creative thinking and the ability to develop engaging marketing materials	
Admissions Expertise	<ul style="list-style-type: none">• Experience in managing the admissions process, including application evaluation and enrolment decision-making• Familiarity with admissions policies and procedures	
Management	<ul style="list-style-type: none">• Leadership and team management abilities, including the ability to lead, mentor, and motivate a team• Strong interpersonal and communication skills	
Analytical Abilities	<ul style="list-style-type: none">• Data analysis and reporting skills to assess the effectiveness of marketing and admissions strategies	
Industry Knowledge	<ul style="list-style-type: none">• Understanding of the education industry and current trends, including knowledge of the challenges and opportunities in the field	
Personal Attributes (all essential)	<ul style="list-style-type: none">• Want to be out and about around school with pupils, staff and parents.• A solutions-focused team player with strong interpersonal skills• Adaptability: Ability to adapt to changing marketing trends and institutional needs• Innovative Thinking: Creative and innovative thinker who can develop unique strategies to attract and retain students.• Problem-Solving: Strong problem-solving skills to address challenges in marketing and admissions. Sales-minded, energetic and positive.• Detail-Oriented: Attention to detail, particularly when managing admissions applications and marketing campaigns• Interpersonal Skills: Excellent interpersonal skills to build relationships with potential students, families, and educational partners, as well as the members in your team - playing to their strengths• Organisational Skills: Strong organisational skills to manage multiple projects, events, and deadlines effectively.• Communication: Excellent written and verbal communication skills to convey information clearly and persuasively• Ethical Standards: A commitment to maintaining high ethical standards and integrity in all admissions and marketing practices	



THE ORATORY
PREP SCHOOL

Find Out More About Our School

For all our latest news and photos, please follow us via our social media channels



The Oratory
Prep School



@oratoryprepschool



@OPS_OratoryPrep



The Oratory
Prep School

Take our Virtual Tour



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire
RG8 7SF

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