



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A REGISTRAR

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's **Vision** is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's **Ethos** to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church. Fostering a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a Registrar from January/February 2024.

The Registrar works closely with the Headmistress to ensure that the school's approach to admissions and marketing strikes the right tone and aligns with the school's values and goals. St Mary's does not rely on any specific feeder schools and the Headmistress and the Registrar are required to develop relationships with around 200 preparatory schools across the UK. This includes regular visits, attendance at senior schools information events and hosting Prep Heads at St Mary's.

St Mary's has an excellent academic record, although its recruitment strategy is not based on academic potential alone. It encompasses a blend of criteria including whether the candidate is Roman Catholic, the daughter of an alumna or the sibling of a current pupil, and the date of registration.

The structure of admissions to St Mary's is that 44 girls join the school in Year 7 (11+) and an additional 20 girls join in Year 9 (13+). There is a small intake at 16+.

THE DEPARTMENT

The Admissions Department consists of the Registrar, the Deputy Registrar and an Assistant Registrar, with part-time assistance from the School Secretary.

PERSON SPECIFICATION

We are seeking a dynamic and experienced individual to successfully recruit pupils for St Mary's, ensuring that the experience of both prospective parents and pupils, from the initial contact with the school to the arrival of the girl as a new pupil, is smooth and professional. The successful applicant will be able to set the highest professional standards at all times in all aspects of their role. They will establish and maintain effective professional working relationships with prospective parents, academic staff, support staff and pupils. They will be tactful, kind, confident, welcoming and assured in their dealings with people. They will have excellent judgement and discretion.

The successful applicant must be an inclusive and confident team leader who is willing to roll up their sleeves and take on all aspects of work in the Admissions Department. They will be a proactive self-starter, always seeking to be ambitious in fulfilling the school's aims. They will be an outstanding communicator, verbally and in writing, able to draft documentation to the highest standards and proofread with confidence. They will have a clear understanding of, and affinity to, the boarding school market. They will be willing to act as a high profile ambassador for the school to current and potential parents, Prep schools and the wider schools community. They will have a strong appreciation and understanding of the importance of excellent safeguarding in schools. They will be comfortable with technology and have an appetite to further develop and enhance current systems and processes in place.

The Line Manager for the Registrar is the Headmistress.

RESPONSIBILITIES

The responsibilities of the role include but are not limited to the following:

Admissions Management

Working closely with the Headmistress and Senior Leadership team, the successful candidate will provide a seamless admissions process for all prospective families. They will:

- Play a vital role in the recruitment of pupils and be responsible for leading the admissions department and managing the admissions team;
- Foster a collaborative and high performance culture within the admissions department;
- Ensure compliance with the school's admissions policies and procedures;



- Oversee all aspects of pupil admissions from initial enquiries to enrolment, ensuring a pleasant, positive, timely and productive experience for the prospective parents;
- Play a crucial role in the initial screening and filtering of prospective pupils to ensure they fulfil the school's entry criteria as set out in the admissions policy;
- Provide prospective families with clear and accurate information and guidance regarding the admissions process, entry requirements and key deadlines;
- Maintain accurate and secure records of applicants and admissions statistics;
- Create comprehensive spreadsheets for the Headmistress for all events, to include information on prior visits, telephone calls with parents or information from Prep schools;
- Be able to deliver disappointing news to prospective parents with empathy and professionalism;
- Create and maintain information spreadsheets on new girls for Heads of House;
- Use bespoke school information management software (iSAMS);
- Work closely with the Bursar on the administration of Tier 4 (child) visa applications;
- Conduct mail merges, filing and administration as required;
- Be willing to suggest and embrace innovative technologies and methods to engage with prospective families and the wider network;
- Be an ambassador for the school with thorough knowledge of both the academic and pastoral aspects of school life at St Mary's.

Admissions Events

There are numerous 'admissions events' throughout the year which are planned, coordinated, hosted and executed by the Registrar, ensuring that all parties involved, including pupil guides, are well informed at all times. The key events, the number of which may evolve over time, are:

- Open mornings for prospective parents and pupils held during term time on Saturday mornings. Currently there are four per annum, although this number may change as determined by the needs of the school. In addition to these open mornings, the Registrar facilitates the Headmistress's meetings with prospective parents to discuss the educational needs of their daughter;
- Welcome days for 11+ and 13+ prospective pupils. These days, which take place on school days during the term, are taster days for those pupils planning to attend the assessment day and are designed to generate further interest and excitement in the school, as well as making the assessment day an enjoyable experience by ensuring the children are less nervous about it;
- Assessment days for 11+, 13+ and 16+ prospective pupils, which take place on school days during the term;
- Scholarship days when pupils applying for scholarships attend school for assessment;
- New girls' days, which take place during the summer term after a pupil has accepted a place at the school. These days allow the school to prepare the pupil for entering the school later in the year and cover a number of administrative tasks such as school uniform and IT, as well as co-curricular choices;
- Bi-annual Prep Heads event.

Assessments and Offers

The Registrar leads the planning, execution and hosting of the admissions days (as above). The Registrar will:

- Deliver a smoothly run and professional assessment process, ensuring that all communications, planning and events are well organised and of the highest professional standard;
- Timetable and organise the administration of the admissions days;
- Supervise mailings for all admissions events, including creating invitation letters and final detail letters;
- Prepare scholarship information and examination guidelines to be sent to prospective parents and Prep schools;



- Coordinate the preparation and marking of the assessment papers;
- Arrange and organise the supervision of entrance exam days for any candidates sitting individually, outside the normal assessment process;
- Work closely with the Special Educational Needs and Disability Coordinator to ensure that prospective pupils with additional learning needs are fully supported throughout the admissions process;
- Provide the Headmistress with all the data required to make the offer decisions and complete this process by producing offer letters and managing the final receipt of the acceptance and deposit;
- Oversee and organise the administration of acceptance forms.

Pupil Recruitment

The Registrar will maintain the overall responsibility for creating a cohesive and effective approach to admissions and marketing that resonates with prospective parents, maintains the school's reputation and upholds its educational standards and values. They will work closely with the Director of Communications to ensure that recruitment and communications strategies engage effectively with prospective families. They will:

- Manage the Marketing and School Prospectus budgets;
- Contribute to the design and production of the school's prospectus and be responsible for its distribution along with other supporting literature, including inserts, leaflets or brochures for new developments as appropriate;
- Work closely with the Headmistress and take the lead on day to day contact with Prep school Heads including attending Prep school events, which often take place in the evenings and at weekends;
- Actively seek feedback from prospective pupils and families about their admissions experience and make appropriate enhancements and adjustments;
- Have a proactive approach to continually seeking and developing additional channels of recruitment and improving on the process by identifying emerging recruitment trends, potential audiences and competitor strategies. The Registrar will stay updated on the evolving landscape of the independent education sector.

Communication

In close cooperation with the Director of Communications, the Registrar is responsible for creating informative content, ensuring brand consistency in all marketing materials. They will:

- Assist in the production of the school newsletter as may be required, which is published three times per year;
- Prepare and distribute a variety of large mailings including joining information and forms to families who have accepted a place, end of term mailings to all registered prospective parents and new parents, coordinating any enclosures generated by other staff or departments;
- Organise the production and distribution of the school Christmas card to all Prep schools;
- Work closely with other senior staff such as the Senior Deputy, Director of Communications and the Bursar to oversee the quality and production of all the admissions documentation ensuring it reflects the school's professionalism and ethos;
- Arrange any one-off mailings as appropriate, e.g. marketing material to prospective parents and Prep Heads;
- Collate and provide relevant information for any regulatory school census, Council and/or Governors' reports;
- Attend meetings of the Communications group to help develop and coordinate the school's communications strategy;
- Carry out any other duties as reasonably required by the Headmistress.



Other duties:

This job description sets out the main duties of a Registrar. No job description can be fully comprehensive and a Registrar will be required to support the Headmistress in any work reasonably required to support the operation of the school.

WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a full-time, all year round appointment.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. A competitive salary based on experience will be offered.

Working Days and Hours. This is a full-time appointment, Monday to Friday (with the exception of admission event days when the Registrar will be required to work on Saturdays) working 42.5 hours per week.

Additional Days. The Registrar is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. The Registrar is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holidays. This position comes with a holiday entitlement of 7 weeks which includes bank holidays.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is one calendar month.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be three months.

Pension. The Registrar will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by **noon** on the closing date of **Friday 1 December 2023** to:
recruitment@st-marys-ascot.co.uk

Interviews will take place in the week commencing **Monday 4 December 2023**.





ST MARY'S SCHOOL ASCOT

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: WWW.ST-MARYS-ASCOT.CO.UK