



JOB DESCRIPTION: Registrar

LINE MANAGER: Bursar

SALARY: Admin Scale 16 (Extended Day)

**JOB PURPOSE**

* To provide effective and efficient management of all enquiries from prospective parents, local and abroad
* Promoting the School
* This is a crucial non-teaching role requiring excellent administrative skills, a real commitment to the work of British International School Riyadh and a great sense of humour
* To provide SLT and the BOG with up to date pupil numbers, data and future numbers when required

**RECRUITMENT CRITERIA**

* Candidate must have excellent written and oral communication skills
* Good ICT skills
* Should have a thorough understanding of British International School Riyadh and all elements of its operation. We educate children from 3 – 18yrs and it will be vital for the successful candidate to understand what we do, how it benefits pupils and parents and keep up to date with all school developments

**Job Accountabilities**

**ADMISSIONS:**

* Projected pupil numbers for current and future years
* Keep up to date records of the number of students that join each September and throughout the year
* Total number of admission enquires per year group
* To keep prospective parents up to date with the progress of their applications, maintaining contact with parents cultivating their interest
* Organise and carry out school tours
* Accountable for up to date and accurate information from Sims system regarding pupils
* Keep records up to date and produce information in formats as requested by the Bursar/Principal, to ensure appropriate historical data is kept and analysed, Graphs, Flow Charts, Excel & Word
* Liaise with Middle Leadership group to organise and report back to parents regarding assessment dates and results
* Liaise with Head of Secondary to organise and report back to parents regarding assessment dates and results
* Liaise with Head of Sixth Form and arrange interview dates and times
* Offer school places and start dates
* Maintain close links with Salwa school
* Undertake any task that the Bursar / Principal/Head of Primary / Head of Secondary and Head of Sixth Form might reasonably require in order to fulfil the job
* Inform Accounts Department to ensure all deposits have been raised and paid
* Keep all teaching staff and accounts informed of new pupils and leavers
* Welcome new parents and pupils to school on 1st day, take to class in Primary or organise Year Heads to collect in Secondary
* Keep registers up to date and available for primary and secondary
* Send SLT Daily attendance sheets at least 3 times a week
* Answer telephone calls or e-mails confidently from prospective parents and advise them on admissions procedures
* Check e-mails every morning for sickness notes
* Maintain and respect confidentiality of students and parents personnel information
* Maintain non-discriminatory practices in all activities
* SHE Accounting for all administrative staff members in case of an emergency
* Ensuring that admissions in accordance with the BISR constitution and Board Governors Strategic Policy
* Ensuring all admissions are within Saudi Arabian Ministry of Education instructions

**MARKETING:**

* Promote the School’s reputation as an outstanding school,
* Encourage enrolment all levels.
* Promote the school via the media so that the school’s reputation is enhanced
* Promote the School through social media
* Research marketing initiatives for schools and make proposals to the Principal
* Research and implement strategic and operational marketing plans.
* Develop partnerships between the school and commercial organisations in the city.

**Strategic direction and development of the subject**

* Contribute to whole school policy-making and strategic planning as required by the Principal
* Prepare, monitor and update annual departmental plans in consultation with colleagues
* Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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