**School Registrar**

**37 hours per week**

**Term time only plus 10 training days**

**Actual Pay £23,205 to £26,153**

We are looking for someone to embrace the varied and demanding role of School Registrar. The successful candidate will be an enthusiastic, flexible, and talented administrator with a high level of attention to detail and accuracy.

The King’s (The Cathedral) School is a very special place to work, educating children from seven years old through to eighteen. The School has an incredibly strong reputation in the area and is one of a very small number of state Schools that has retained close links to the Cathedral dating all the way back to 1541. The School is heavily oversubscribed, staff retention is very high, and staff will typically choose to send their own children to the school for their education. The School places a real emphasis on students achieving well academically alongside participating in a wide range of sporting, musical and leadership opportunities.

The appointed applicant will be responsible for dealing with all admission enquiries on a day-to-day basis, liaising with the Local Authority Admissions Team and setting up and maintaining databases. A full job description is available.

Applications are warmly welcomed; the ideal candidate would have experience working in Education and experience with Microsoft 365.

Further details and an application form can be obtained from the Current Vacancies section on our website [www.kings.peterborough.sch.uk](http://www.kings.peterborough.sch.uk/); or from Jo Baker, PA to the Headteacher, by telephone 01733 751541 or email [baker.jm@kings.peterborough.sch.uk](mailto:baker.jm@kings.peterborough.sch.uk)

The closing date for applications is Friday 4 October at noon. Early applications would be appreciated.

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS disclosure.