**JOB DESCRIPTION**

**SCHOOL REGISTRAR**

* 37 per week term time only plus 10 days
* Grade 7
* Responsible to: The Headteacher

1. **Admissions**
2. Dealing with all admissions enquiries on a day-to-day basis.
3. Liaison with the Local Authority Admissions Team, including use of the Local Authority’s School Admissions System (SAM).
4. Send all application information and template forms to the Local Authority for their website and Admissions Booklet(s).
5. Set up and maintain a database for Year 3, Year 7, 12 and in-year applications.
6. Responsible for collating all the paperwork required prior to the annual meeting of the Governing Body Admissions Panel. This is for Year 3 and Year 7. This includes checking all applications and support material, calculating SIF scores for the CoE/Methodist criteria, checking the SIF A5’s are all registered places of worship and checking SEN/EHCP and Looked After Children with the Local Authority.
7. Set and maintain the database for the Governors’ Entrance Test and arrange times for Music Auditions.
8. Liaise with the School’s Examinations Officer to ensure the smooth running of the test.
9. Liaise with the Director of Music to ensure the smooth running of the Music Auditions.
10. Check all application data on SAM, addresses match, check and accept all valid sibling claims.
11. Assign criteria and rank all Year 3 and Year 7 applications on SAM.
12. Organise data application (Applicaa) for Post 16 enquiries, applications and subject option choices.
13. Request Post 16 applications predicted GCSE grades from current schools
14. Produce offer letters and information package for Year 3, Year 7 and Post 16 places.
15. Organise any admission tour requests, arrange guides.
16. Support in the organisation of Year 2, Year 6 and Post 16 Open evenings/days.
17. Liaise with The Cathedral to obtain audition and Chorister places information for Year 3.
18. Ensure the School website Admission pages and forms are kept updated.
19. Contribute to the production the School Prospectus, Year 3 and Year 7 Admissions Booklets and Sixth Form Prospectus.
20. Maintain waiting lists for all year groups. Ensure SAM is checked weekly and letters of acknowledgment/outcome of applications are sent to parents with our In-Year application form if parent has not already submitted one.
21. Liaise with AHOY’s when an In-Year offer is made, arrange a meeting with parent and child, ensure recent reports are received from parent for timetabling purposes and relevant paperwork is forwarded to us from the current school.
22. Produce offer letters and information package for all new In-Year starters.
23. Maintain checklist for those attending Primary Liaison Days and lunch requirements for the Catering Team, Advise Finance of students that have selected Free School Meals.
24. Produce weekly year group figures and send to the Local Authority, including any starters/leavers information and list all In-Year application information received each week.
25. Check and accept/decline offers of places on SAM. Confirm on roll dates on SAM for all new students starting in September and any new In-Year starters throughout the year.
26. Consultations and Variations to our Admissions Criteria…Ensure information is sent to the Diocese, all Primary and Secondary School (via the LA and Parents of King’s School students), appears on School website.
27. **Admission Appeals**
28. Convene Admissions Appeal Hearings
29. Arrange Panel Members
30. Brief and liaise with the Clerk to the Appeals Panel
31. Collate all relevant information and paperwork and forward to the Clerk to the Appeals Panel
32. Attend the Appeals Group Presentation
33. Proof read the Clerk’s outcome letters
34. Maintain annual record of all appeals data for Census reports.
35. Ensure all panel members are trained and arrange the required refresher training for all panel members every 2 years.
36. **Pupil Data**
37. Download ATF files for the new students from the School Admissions System onto Applicaa.
38. Send parents the Applicaa link to complete the data information for their child.
39. Import the completed data from Applicaa into the SIMS system for new Year 3 and Year 7 pupils.
40. Check all Home School Agreements are completed and returned by parent and have been signed by both student and parent.
41. Change status to **admitted** forall new Year 3 and Year 7 pupils on SIMS at end/June/early July in readiness for the Primary Liaison Days.
42. Input all new 6th Form pupil data onto SIMS from scratch as **accepted**, **do not admit** until places are confirmed on GCSE Results Day.
43. Ensure all pupil data is kept up to date
44. Carry out data checks with parents on an annual basis
45. Collate label data and set up personal files for all new pupils (UPN nos. etc)
46. File all new student files in filing cabinet in the PA to Headteachers Office and re-label the filing cabinets annually.
47. **General**
48. Occasional cover of Front Reception (on a rota basis)
49. Archive and set up new admission files annually
50. Priests Presentation/training every 2 years for CoE/Methodist SIFS +/or if the criteria requirements change.