

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Registrar

Exciting opportunity to join the team in the school has become available. We are seeking a Registrar who is looking for a varied position where no two days are the same.

Listed below are principal, but not exhaustive responsibilities of this post.

This job description should be read in conjunction with the School's Staff Handbook.

Pupil recruitment:

- Being the first point of contact with all prospective parents applying to the Nursery to the Senior School, whether it be over the phone or email. making sure everyone feels welcomed and engaged with Mayville as their school of choice.
- Managing the Admissions Email.
- Organising tours efficiently, touring parents and prospective pupils when required, with full knowledge and promotion of the school's ethos and values.
- Actively participating at Open Days.
- Registering new pupils upon receipt of application form and fee.
- Maintaining prospective and new joiners pupils' records and ensuring that information is always up to date and managed in accordance with relevant GDPR rules.
- Maintaining and archiving pupil records.
- Managing pupil data on Schoolbase and rolling up of pupils prior to the start of the new academic year.
- Providing detailed and accurate information concerning status of enquiries.
- Keeping the official registers for Pre-prep, Junior and Senior School.
- Managing the scholarship and bursary application process.
- Managing the arrangements for assessment days and online assessments.
- Requesting references on prospective pupils
- Coordinating and hosting visits to the school by prospective families.
- Arranging taster days, open mornings and recruitment events.
- Ensuring admissions and recruitment documents are up to date and accurate.
- Helping with the marketing and promotion of the school and its events including Remove induction day.
- Ensuring the Admission information on the website is up to date.
- Sending Parent Portal logins to pre-prep, junior and senior joiners and Tapestry consent emails to nursery joiners.
- Prepare routine letters and offer contracts.

- Prepare new pupil information for the Headteacher, Assistant Heads, Deputy Heads and the relevant teaching staff.
- Responsible for the recording of pupil holiday, sickness and absence.
- Advising the Local Authority when a pupil is removed from the school roll, including contacting the pupil's future school to confirm they are on roll.
- Requesting Safeguarding information for all new pupils.
- Responsible for sending safeguarding letters to prior schools for new pupils to meet with compliance.
- Advising the finance department when a pupil joins or leaves the school.
- Responsible for daily attendance report for the Senior Management team and SENCO.
- Liaising with the SENCO as and when necessary.
- Support the organisation of Open Days, School Experience Evening, and Move Up day.
- Organising and supporting the 11 plus assessment days.
- Mail merge a variety of correspondence and data as and when required.
- Supporting the transition points of Move Up Day and Move Up Morning.
- Supporting the administration and organisation of scholarships and assessments at 11 plus.

Support to Head of Exams:

- Ensuring all exam paperwork, coursework and exam stationery is kept in a secure environment and collating GCSE exam papers in the Exams Office as required in line with JCQ regulations.
- Entering candidates for examinations, collecting candidates data.
- Producing GCSE timetable and distributing individual examination timetables, resolving any timetable clashes.
- Dealing with SEN candidates; liaising with DLEU, teachers, parents and boards.
- Ordering syllabuses, past examination papers, marking schemes and coursework stationery as required.
- Training and supervising invigilators, ensuring discipline and ensuring code of conduct is not broken.
- Ensuring all deadlines for GCSE coursework are met, despatching as necessary, checking coursework on its return and keeping it for the statutory period, then returning to pupils as required.
- Starting all GCSE examinations – checking candidates and the exam conditions for each examination; dealing with queries and collecting all scripts at the end of each examination, parcelling, registering postage of scripts.
- Submitting Special Consideration cases to the examination boards at the time of exams as appropriate.
- Liaising with board moderators and teachers.
- Receiving and checking examination results, issuing to pupils and teachers and keeping records of results.
- Coordinating with examination boards, parents and staff to facilitate re-marking as required, checking invoices and obtaining payments where appropriate.

Any other duties as required by the Headteacher

Full-Time 52 Weeks

8.30 - 5.00

Salary would depend on experience.