



# Assistant Registrar

**Part-Time | Term Time + 4 Weeks**

## About the Department

Ballard School is a thriving, award-winning independent school, recently named *Co-educational School of the Year*. Our Marketing & Admissions Department is a small, dynamic, and collaborative team, with a shared commitment to helping families discover what makes Ballard so special. The team is led by the Head of Marketing & Admissions, and this role will report to the Registrar. The department is friendly but fast paced, offering a stimulating and highly rewarding environment.

We host a wide range of events throughout the year, including Open Mornings, private tours, Admissions Days, scholarship assessments, and a whole-school celebration. Our marketing efforts span social media campaigns, newsletters, award submissions, and event support—all aimed at attracting and retaining families who share our values.

*“We couldn’t have chosen a better school for our son.” – Ballard Parent*

## The Role

We are seeking a proactive and detail-oriented **Assistant Registrar** to support our busy Admissions team. This is a part-time role, working **Monday to Friday, 8.00am – 1.30pm**, during term time (including INSET days) plus at least **four additional weeks** during school holidays, one of which must be the week prior to the first week of term in September. Flexibility to work occasional Saturdays for key events is also required. This is an in-school role as a key part of the role is conducting tours and co-ordinating pupil taster days and all associated administration. The 8.00am start is essential due to the nature of the role, but we can be flexible on finish time.

The Assistant Registrar will play a key role in delivering a seamless admissions experience for prospective families, while also supporting the wider Marketing & Admissions team.

## Key Responsibilities

### Admissions Support

- Serve as a welcoming and knowledgeable point of contact for prospective families.
- Provide guidance on the admissions process, booking and conducting tours and coordinating meetings or virtual calls as needed.
- Maintain accurate and up-to-date records in IT systems, including iSAMS and Excel, tracking each pupil from enquiry to enrolment.

- Assist with the planning and delivery of admissions events, including Open Mornings, Admissions Days, Taster Days, Transition Days and Scholarship assessments.
- Manage communications with feeder schools and local authorities, ensuring compliance with safeguarding and data protocols.
- Support the creation and distribution of admissions materials, including newsletters and promotional flyers.
- Contribute to achieving annual enrolment targets through excellent administrative and interpersonal support.

### **General Administration**

- Assist with data collection for census reporting and internal questionnaires.
- Provide administrative support for departmental reports and school-wide events.
- Uphold the school's safeguarding responsibilities in line with *Keeping Children Safe in Education* guidance.
- Maintain confidentiality and handle sensitive information with discretion at all times.
- Other ad hoc administration, as and when required.

### **What We Are Looking For**

- Strong organisational and administrative skills with excellent attention to detail.
- Confident communicator with a warm, professional manner.
- Ability to work independently and as part of a team in a fast paced environment.
- Have strong practical knowledge of Microsoft Office, particularly Excel for data handling, Word for document creation, and PowerPoint for presentations; experience with iSAMS is an advantage. Excellent file management is essential. A keenness to learn and improve in IT systems and tools is highly valued.
- A flexible, can-do attitude and a genuine interest in education and customer service.

### **Join Us**

This is a fantastic opportunity to be part of a forward-thinking school community that values innovation, collaboration, and excellence. If you're passionate about education and enjoy working in a varied and rewarding role, we'd love to hear from you.

## **Working Hours and Rate of Pay**

- The hours for this position are 25 hours per week, term time only plus 4 weeks during school holidays, one of which must be the week prior to the first week of term in September.
- Your hours of work will be 8.00am to 1.30pm Monday to Friday including 30 minutes (unpaid) for lunch.
- Term-time plus 4 weeks represents 39.4 working weeks per year, including for all INSET days which currently equate to six days per year. In addition, you will be paid 5.6 weeks' holiday (including all public and bank holidays) pro-rated.
- Actual Salary up to £16,731 per annum dependent on experience (FTE £29,000).
- Defined contribution pension scheme.
- Staff are welcome to have a school lunch and refreshments in term time and parking is available on site.

## **Application Process**

### **How to apply:**

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Headmaster to [recruitment@ballardschool.co.uk](mailto:recruitment@ballardschool.co.uk).

Deadline: Friday 25<sup>th</sup> July 2025

Interviews: To be confirmed

To start: Ideally September 2025 but we can be flexible for the right candidate

Shortlisted applicants will be invited to the School for interviews. The School retains the right to interview and appoint at any time during the application process, so early applications are encouraged.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

**Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.**

For further details and an application form, please visit: [www.ballardschool.co.uk/vacancies](http://www.ballardschool.co.uk/vacancies)