

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, modern brick building complex with a central courtyard featuring a green lawn and a paved area. Surrounding the buildings are extensive green fields, trees, and parking lots. In the background, there are more green fields and a line of trees under a clear sky.

APPLICATION PACK FOR THE POST OF Foundation Registrar

Internal candidates only

WARWICK INDEPENDENT
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years



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Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Foundation Registrar.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

The successful candidate will join an ambitious, forward-thinking and future-centred organisation, ready to embrace both the challenges and opportunities for independent schools in the years ahead.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)

Foundation Principal



About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.



In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

www.warwickprep.com

www.kingshighwarwick.co.uk

www.warwickschool.org

www.thekingsleyschool.co.uk

Some of the work of the schools during the recent lockdowns may be found on the following website:

www.foundationathome.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA



Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School.

The IT department works across all the Schools on the Warwick campus, ensuring a greater collaboration and service level.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away, and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.



Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



The Role

We are seeking a registrar to provide an outstanding customer service for pupils for 11+, 16+ entry and other year groups, to ensure the continued health of all of the Foundation Schools.

The successful applicant will be educated to degree level or have significant relevant experience and will have previous admissions experience within education. The successful applicant will also have a good understanding of processes required to recruit students and will have exceptional interpersonal skills, with the ability to quickly build rapport with customers. They will be well organised and with experience of data management and analysis, ideally using iSAMS.

This is an exciting opportunity to manage and take responsibility for all aspects of the customer journey, including organising and running admissions events and communications.

The Foundation Registrar will support the admissions processes as required across each school within the foundation. Offer guidance and best practice knowledge for existing and new registrars within the family of schools.



Job Description

Reporting Lines

The successful candidate will report to the Foundation Head of Admissions

Purpose of Job

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Tasks

- To recruit pupils at 11+, 16+ and in other year groups as required including international pupils, to ensure the continued health of all foundation schools.
- To ensure the admissions processes are administered promptly and effectively, including processing registration forms, arranging tours, offers and acceptances and maintaining the registration and waiting lists.
- To be the first point of contact for enquiries from prospective parents and to be the “public face” of Warwick Independent Schools Foundation.
- To liaise with Senior staff, taking into consideration the individual needs of prospective pupils and parents.
- Manage and take responsibility for all aspects of the admissions process e.g. interviews and school visits for all applications to ensure that applicants receive a positive impression of the school and that our schools are the first choice for prospective parents and students in the area.
- With support from the Foundation Head of Admissions, organise and manage Admissions events as required within each school, working collaboratively with the Marketing team and Admissions colleagues.
- Routinely and rigorously monitor admissions data, updating the school database and reporting regularly to the Foundation Head of Admissions.
- Weekly update of the Foundation Forecast Report
- Develop innovative, creative and effective solutions to share with Foundation Head of Admissions, to address any Admissions concerns and to enable effective and timely action to be taken.
- Maintain a “prospects” list for each school and report to the Foundation Head of Admissions on the number of enquiries, applications etc. on a regular basis.
- Work collaboratively with the marketing team to create and send simple emails to prospects at 11+ and 16+, analysing data as required
- Ensure compliance is delivered satisfactorily within each school as part of the Admissions Process
- Together with the Foundation Head of Admissions ensure the UKVI process for each school is correctly managed and administered
- Maintain regular contact with pupils prior to their arrival in the School to include mailings and induction information and events
- Maintain a good working knowledge of both local and national trends within the independent education sector.
- Ensure all Admissions activities are on track as per customer journey, liaising with and supporting the Registrars as required.

- To undertake any task reasonably required by the Foundation Head of Admissions, Foundation Director of Marketing and Admissions and the Senior Leadership Team within each school.

Additional Duties

- Undertake such duties as the Head of Admissions or those delegated by him/her, may from time-to-time reasonably request within the level of the post.
- The post holder must comply with the prevailing legal requirement under the General Data Protection Act and the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Head of Health & Safety.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.



Person Specification

The following person specification indicates those areas that are either essential or desirable in the candidates being interviewed.	Essential	Desirable
Qualifications		
Educated to degree level or significant relevant experience	✓	
High level of literacy and numeracy, with minimum level 5 GCSE or equivalent in Maths and English	✓	
Relevant qualifications in Admissions and/or Marketing		✓
Experience/Knowledge		
Experienced senior administrator with at least 4 years' experience in a fast-paced customer facing environment	✓	
Experienced user of MS Office, e.g., Word and Excel	✓	
Experienced user of databases and effectively interrogating data to identify trends to assist planning	✓	
Good understanding of processes required to recruit international students (e.g., visa application process)	✓	
Significant experience of recruiting international pupils and the visa processes involved		✓
Previous admissions experience within the education sector		✓
UKVI knowledge would be advantageous		✓
Skills/Abilities		
Strong desire to build team knowledge and positive working environment	✓	
Exceptional interpersonal skills with ability to quickly inspire confidence	✓	
An eye for detail	✓	
A collaborative manner, and a flexible, "can do" approach	✓	
Excellent communication skills both on the phone and in person that allows effective communication at all levels	✓	
Proven ability to deliver and role model outstanding levels of customer service	✓	
Quickly builds rapport with customers	✓	
Excellent organisational skills to meet deadlines and ability to use initiative and prioritise workload	✓	
Ability to write in excellent English with high standard of grammar and literacy	✓	
Demonstrate skills in numeracy, combined with the ability to understand, track & explain data	✓	
Proactive, hardworking and self-sufficient	✓	
The ability to both forecast and interpret data	✓	
Mentoring or coaching colleagues		✓
Circumstances		
Ability to provide cover at a number of events taking place outside of normal school hours	✓	
Safeguarding Children, Young People and Vulnerable Adults		
Understands their role in the context of safeguarding children, young people and vulnerable adults	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Equal Opportunities		
Understanding of the requirements of Equality and Diversity	✓	

Remuneration

Support Staff Points 24-27 (£22,136 - £24,350 actual).

Full time (37 hours per week) for 38.4 weeks per year (term time only plus 3 weeks in the holidays; holiday working will be 37 hours per week but there is a degree of flexibility)

The Warwick Independent Schools Foundation has its own salary scale and the salary will be determined according to qualifications and experience.

The Employer is the Warwick Independent Schools Foundation.

Staff Lunches & Parking

Lunches are provided, free of charge and staff are allocated a free parking space in one of several car parks on campus.

Pension

Applicants will automatically be enrolled into the NEST Pension scheme.

Child Protection

The School's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

How to apply

Should you wish to apply for this position, please visit

Completed applications should be submitted by the deadline date to hr@warwickschools.co.uk

Deadline for submissions:

Monday, 23 May 2022 at 12.00pm.

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position you will actively support an environment and culture that values diversity and inclusion.