

Registrar

Further Details

Monday – Friday Full Time – 52 Weeks per year

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

The Registrar will take the leading role in the continuing development of pupil Admissions to the Pre Prep, Prep and Senior Schools. The Registrar holds a key role in promoting the Ewell Castle values to parents and pupils from initial enquiry stage, through application and entrance examinations and in the onboarding of new families. The Registrar needs to build and maintain sincere and trusting relationships with many stakeholders across the school and in the wider community. The recent growth of the school in pupil numbers is set to continue and the successful candidate will join us at a time of exciting change and development.

Ewell Castle is a busy and dynamic place to work with teaching and support staff working as a team to fulfill the School's mission: To inspire our children and young people to thrive, engaging them to excel in a creative and academic environment. We will instill a growth mind-set to develop: confidence, contentment and emotional intelligence.

This role is a Full-time position for 5 days (37.5 hours) per week throughout the year, the school offers a package of 25 days paid holiday a year plus all bank holidays. The Registrar is required at all Open evenings and feeder school events.

Potential candidates will need to demonstrate excellent attention to detail, experience of working in a busy environment and the ability to work flexibly within a team with changing priorities. An awareness of the importance of confidentiality and data protection in a School setting is essential. Please see the separate detailed job description and person specification for further information on this specific role.

In the Prep School, prospective pupils are invited in for a taster session during which they are assessed in English and Maths. Pupils applying to enter the Senior School are assessed by means of written examination, report and interview; main entry points are at 11+ and 16+. Academic criteria are not however the sole means of selection. The school strives to ensure a balanced intake with a range of academic abilities. The school has a fine reputation in the fields of Sport and the Arts and sets great store by its co-curricular provision. Pastoral care is given a very high profile within the school and it is also expected that a full part will be played by staff in the co-curricular life of the school.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales which currently track in excess of the maintained sector's pay grades and will reflect the experience and qualifications of the successful candidate.

Benefits currently include:

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Lunches are provided during term time, free of charge.
- The School maintains a contributory pension scheme for all Educational Support staff
- Interest free loans are available for the purchase of computers through the school.
- A 'cycle to work scheme' is offered.
- CPD opportunities are available to all staff. The School also offers a Bursary of up to 50% for professional qualifications, including Bachelors, Masters and Professional Body awarded qualifications at level 3-7.

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.

Further information about the School and an application form are available on our website: www.ewellcastle.co.uk.

*A completed **application form** with a **covering letter** (maximum 500 words) should be sent to the Director of HR & Compliance as soon as possible to: recruitment@ewellcastle.co.uk.*

*Please note that we are unable to accept CVs. Correspondence should be marked '**Registrar: Confidential**'.*

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

12/08/2021