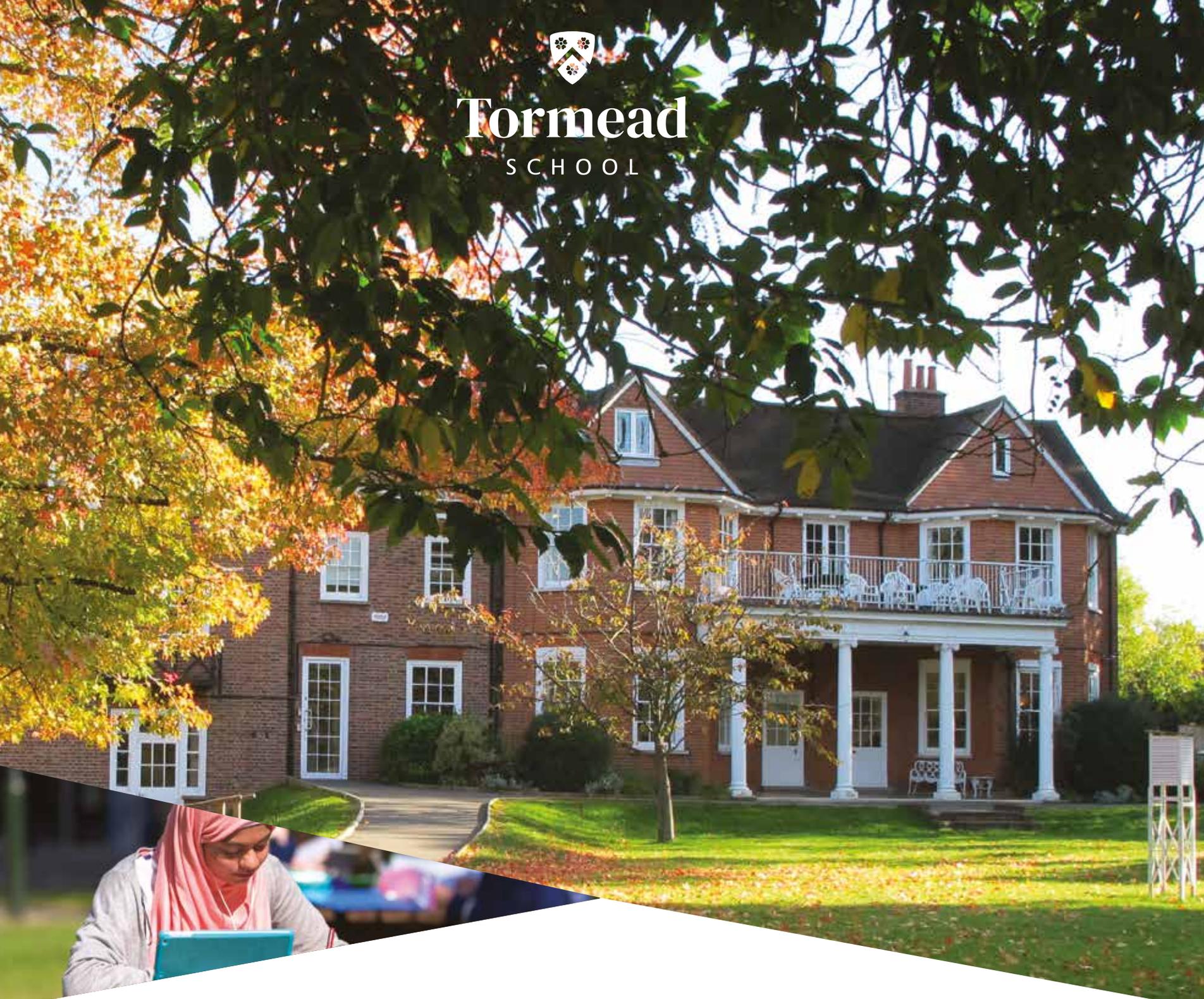




Tormead
SCHOOL



Candidate Brief Registrar / Admissions Manager

JANUARY 2022



Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The gracious original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. The School achieved 'excellent' in both parts of its last ISI inspection. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Tormead Values:

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

Leadership:

The Head leads the whole school with the support of a leadership team in the Senior School and one in the Prep School. The Executive Group consists of the Head, Director of External Relations, Head of Prep School and Bursar. The Senior Leadership Group includes seven Assistant Heads (Teaching, Learning and Mentoring; Curriculum; Adventure & Service; Wellbeing; Academic Performance; Data, Systems and Logistics; Careers), in addition to the Executive Group. The Prep School Senior Leadership Team consists of the Head of Prep School, the Head of KS1 and a Director of Studies.

School Structure:

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



Curriculum:

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all girls in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

Pastoral:

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Assistant Head: Wellbeing, as well as pupil mentors, trained health care and pupil support staff and a school counsellor.





Extra-Curricular:

An exciting and varied extra-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including one in a Kenyan refugee camp and a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



The Site:

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

There is some scope for further site development at both the Prep and Senior Schools. The School makes use of sports fields and sports facilities off-site as well as its own sports hall, gymnasium and outdoor courts.

Partnerships:

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education. There is also a link with a refugee camp in north west Kenya, where a Tormead member of staff has visited to deliver teacher training.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.

Job Summary:

The Registrar/Admissions Manager is a key member of the Admissions team, responsible for managing and administering pupil recruitment and the overall admissions process. He/she will build strong and lasting relationship with prospective parents and pupils and contribute to the objectives of the Admissions team- ensuring the School operates at full capacity. As a public representative of the School he/she will excel in customer service and be a firm believer in the ethos of the School. The Registrar will support and be line-managed by, the Head of Admissions and Marketing, and as a team, develop and foster effective working relationships with academic and support colleagues.

This is a key post which is key to the continued growth and development of the School. It is essential that the Registrar has excellent communication skills, both verbal and written, can maintain a high level of efficiency and be calm, confident and professional with a variety of audiences. It is also expected that he/she will have confidence in the use of relevant applications such as Excel, as well as in the interpretation and production of numerical reports and analysis.

Main Responsibilities:

Admissions

- To provide an approachable and welcoming response service to enquiries concerning pupil admissions: logging enquiries as part of the department's data gathering and responding in a timely manner in line with the department's agreed service levels.
- To oversee and administrate the admissions process from enquiries through to sending prospectuses, visits/ tours, assessments, offers and enrolment including all general questions, administration and school communications: building up a good relationship with families and keeping the Head of Admissions and Marketing up to date with ongoing processes.
- In conjunction with the Head of Admissions and Marketing, putting together in advance, the annual calendar of Admissions events and deadlines, ensuring these details are appropriately publicised and liaising with other admissions teams in schools to avoid clashes in the local market.
- To manage Senior School tours, and if required, lead those tours.
- To manage the Entrance Examination Day in the Senior School and organise and administer the Senior School Examinations individually throughout the year including overseas assessments via courier, at main entry points and for ad hoc places.
- To liaise closely with the Head of the Prep School over enquiries for Prep School places and to support the Head of the Prep in the administration of the admissions processes as it pertains to this section of Tormead, such as the booking of tours and organising of assessments to be carried out.
- To liaise with feeder and primary schools to build up relationships and request information/references on applicants where needed
- Undertake analyses of entrance examination/ test results as required, collect information from assessments and present that information to the Head of Admissions or Head of Tormead/Head of the Prep School, ahead of any admissions decisions meetings.
- Assist the Head of Admissions and Marketing with the process of making offers, maintain records of responses, regularly update the Head on responses received and initiate appropriate follow up to responses
- Oversee all payment, billing, academic and pastoral needs before enrolment liaising with other schools

- To manage and administrate the Scholarship processes at all levels, internal and external.
- Support the Head of Marketing and Admissions with the organisation of events such as activity/experience days, scholarship assessment days, New Girls' Afternoon and New Parents' Evenings. Ensure that parents of new pupils receive (and return completed if required) relevant documentation; assist with form allocation and prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction.
- Working with the Heads of English, Maths, DoS in the Prep School and other academic staff as appropriate, to ensure that papers are prepared for entrance testing.
- Use data to analyse trends and report on all aspects of admissions activity on a regular basis and as requested by the Head of Admissions and Marketing.
- Work evening/weekends when required by the Head of Admissions and Marketing e.g., 11+ activity day or Saturday Open Mornings and feeder school events.
- Holiday time will be by agreement with the Head of Admissions and Marketing and may be granted/denied dependent on the time of year, and stage in the annual admissions cycle.



Marketing

- Assist with the organisation of, and participate in, open days, enrichment days, exhibitions etc., to ensure that prospective pupils and their parents receive appropriate information and have a positive experience
- Attend future school's evenings and other evenings as requested by the Head of Admissions and Marketing.
- Contribute generally, to the positive promotion and marketing of the school in the local and wider community.
- To play a key role in the marketing of the school to ensure its aims and objectives are met, especially as they pertain to the admissions of new pupils to the school
- Ensure that the relevant Admissions pages of the school website are updated regularly with the latest information about Admissions activity.

Training & development of self and others:

- Regularly review own practice, set personal development targets, as part of the annual performance review process with his/her line manager.
- Work as part of the Head of Admissions team to reflect upon admissions processes and events, with a continuous eye for improvement of the admissions experience for prospective families.

Key Relationships

Internal: Senior Team members with responsibility for timetabling and the pastoral care of pupils. Heads of Department and Heads of Year. Senior Team members in the Prep School. Head of Admissions and Marketing, Head's PA, Facilities Team, Marketing Team and Head of Development and Alumnae Relations. Head of IT.

External: Admissions teams and Head of feeder prep and primary schools. Admissions departments in local schools. Advertising and marketing third parties such as Good Schools Guide. Prospective parents and pupils.



Registrar / Admissions Manager Specification:

In addition, the candidate should have:

Essential

- Strong interpersonal skills
- Excellent IT knowledge/confidence with database/spreadsheet applications
- Strong organisational and administrative skills
- Ability to act with sensitivity and discretion
- Ability to effectively deal with a range people internal and external colleagues and stakeholders
- Ability to effectively work autonomously
- Outstanding communication skills

Desirable

- Undergraduate Degree
- AMCIS – Certificate in Admissions School Management
- Part of a school Admissions or Marketing team within the independent education sector
- Previous employment in a service or front of house/business development role
- Use of Admissions database systems



Safeguarding:

To promote and safeguard the welfare of children and young persons for whom the Registrar is responsible, or with whom he/she comes into contact with and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.

If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.



The background of the page features a collage of images related to Tornead School. On the left, there is a photograph of a brick school building with a white gabled roof and a path where three children in school uniforms are walking. On the right, there is a close-up photograph of a red brick wall with a decorative pillar. The top right corner has a white triangular graphic element.

Remuneration:

Competitive depending on experience. Full-time (5 weeks holiday) – Job Share May be Considered. Tornead is a member of a Pension Scheme.

Applications:

Please send applications (by email only) to Tornead HR at recruitment@torneadschool.org.uk.

How to apply:

Emails should be sent with the subject header ‘Registrar / Admissions Manager’. Applications should comprise the below documents, all of which can be downloaded from the school website.

<https://www.torneadschool.org.uk/about/working-at-tornead/>.

- A letter of application addressed to the Head, Mr David Boyd, highlighting your interest and experience for the role, in support of your application (maximum 2 sides of A4)
- The completed Application Form
The completed Equal Opportunities Monitoring Form
- All applications will be acknowledged.

Deadline for applications: Monday 8 November 2021 @ 9am

Interviews:

Candidates selected for interview will be contacted w/c 8 November with an invitation to interview.

Tornead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School’s Child Protection Policy at all times including attending mandatory training every three years.