



FARRINGTONS
SCHOOL

PREP SCHOOL REGISTRAR (Admissions Manager)

Full Time post – all year round, 35 hours per week

Required to start September 2024
(can accommodate an earlier start for the right candidate)

Salary Range £30,257 to £38,548 (dependent on experience)

We are seeking to appoint a Prep School Registrar (Admissions Manager) who is effective, highly organised and has the ability to work well as part of the wider bursary team. The capacity to keep calm under pressure is a priority, as is the drive and determination to support families from their first contact with the school to becoming new members of the Farringtons community.

The successful candidate will:

- Be an ambassador for Farringtons in a wide range of settings, from open days to representing Farringtons at feeder Schools
- Be an excellent communicator and listener
- Be highly organised with sound administration skills
- Have an understanding of the Independent Schools' market
- Have a flexible, can-do approach to all aspects of their role
- Have an understanding nature and be empathetic to the needs of the students and parents

We can offer you:

- A supportive and friendly environment, where children are motivated, enthusiastic and willing to learn
- An enthusiastic, friendly and supportive team of colleagues within the bursary department
- An excellent working environment, working closely with the Head, Bursar and Head of Prep School
- A supportive senior management team driven to improving standards
- A school that is committed to the wellbeing of all staff
- Our commitment to your professional development
- **The possibility of living on site in a shared house at a reduced rent for helping with boarding duties on a rota basis**

The closing date for applications is Sunday 19 May 2024

Interviews to be held on Friday 24 May 2024

Previous candidates need not apply

The school reserves the right to appoint before the closing date, so early applications are advised



Further information and an application pack are available on the School website: www.farringtons.org.uk

Farringtons School is set in 25 acres of beautiful grounds close to London. We provide an excellent academic and supportive day and boarding environment for girls and boys age 3 -18.

The School is a member of MIST (Methodist Independent Schools Trust)

We are committed to encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. The 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 enhanced disclosure through the Disclosure & Barring Service.

