**Senior School Registrar – Day Pupils**

**Competitive salary plus excellent benefits**

*If you are passionate about building strong relationships with Royal Russell families within a fantastic team, we want to hear from you.*

Royal Russell is different by design.  We are a family school which values the things which make each of us distinctively brilliant.  Our commitment to each other is to help every member of our community strive for their vision of success – to take a wider view of what their personal ambitions are. Our values are Ambitious, Courageous, Open and Distinctive. They speak to who we are and who we strive to be; whether you are a pupil, teacher, staff member, alumni or volunteer.  Our values help to guide us in our learning together and also as we navigate our way through life.

We are looking for a Senior School Registrar who will primarily focus on the admission of day pupils; being the first point of contact for families considering joining our community. You will have a warm and engaging personality, strong communications skills and the ability to build relationships with new families quickly. With a positive and proactive attitude and excellent organisational skills, you will be pivotal in driving a seamless and engaging admissions experience for families, from first click on our website through to the first term their child joins us. You will work closely with the Senior School Registrar – Boarding Pupils and there will be overlap between areas in the peaks and troughs of the academic year.

You will have experience of working with Customer Relationship Management (CRM) systems in a primarily customer-facing role and will be equally at ease both working under your own initiative and collaboratively with colleagues. You will be joining a dynamic and friendly team who all work together to support staff and pupils to achieve the highest standards.

Royal Russell is a co-educational school with over 1100 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110 acres in the Shirley Hills near Croydon. We have over 180 boarding students in the Senior School, and are proud of our state of the art day and boarding facilities as well as the warm pastoral provision provided by our Housemasters and Housemistresses. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Our vision is to provide an outstanding co-educational experience for children as the family school of choice.

Royal Russell offers excellent benefits including a competitive salary on our own salary scale. As part of the vibrant community of the historic Royal Russell School, you will join a friendly and dedicated team working in our beautiful green parkland estate with easy access to transport links (Coombe Lane tram stop served by the New Addington tram is opposite the School entrance). In addition you will have access to free car parking, free meals, a discount of up to 50% on School fees, (85% discount for wrap around care before and after school during term-time and 25% discount with the Royal Russell Holiday Club which operates during School holiday periods), free life insurance cover and access to a pension scheme with employer contributions and the use of our sporting and gym facilities (on-site tennis courts, swimming pool and gym), free of charge. Full details of our staff benefits and recruitment procedures can be found on our School recruitment page at: <https://www.royalrussell.co.uk/discover/vacancies> You can also contact us by email at [hr@royalrussell.co.uk](mailto:hr@royalrussell.co.uk) or telephone HR on 020-8657-4433.

Applications will be considered on receipt and should arrive no later than **9.00 am on Thursday 23 December 2021**. Interviews are expected to take place during the **w/c 10 January 2022.** **We reserve the right to interview at any point during the recruitment process so early applications are encouraged.** If you have not heard from us by Friday 14 January 2022 you should presume that you have not been successful on this occasion.

*The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children’s Barred List) and other pre-employment screening including references and medical fitness.*