Royal Russell

Junior School Registrar

To start January 2027

(or as soon as possible thereafter)



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Executive Head





The Junior School

I am delighted that you are considering joining the Royal Russell community. Royal Russell is different by design. We are a family school which means we value 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. Our happy, vibrant and ambitious community provides our families with an exceptional educational experience; with the pupil right at the heart.

We are a community that values the holistic development of the whole child. Our rigorous teaching and learning provides challenge for all pupils, stimulating their curiosity and academic development. Our specialist teaching that runs across the Junior School ensures that our educational offering is broad, deep and authentic. Children excel in the core academic subjects of English, Maths and Science. They enjoy a rich and broad range of learning in the arts, sciences, physical education and learning beyond the classroom.

We are proud of the success that we have in supporting our young people's wellbeing and nurturing their emotional development. Partnership with our families is key and we build on our excellent relationships with parents by welcoming them into school to be active participants in their children's journey. We are delighted to offer an inspirational range of character developing co-curricular activities and we encourage colleagues to be involved in celebrating their interests and passions.

We have a strong commitment to providing high quality training and development for all staff and being proactive in our drive to support the wellbeing of our entire community.

I am proud to lead such a successful and well-regarded School and to work with an amazing team of teaching and support staff. I look forward to receiving and reading your application with great interest.

John Evans
Junior School Headmaster





Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. 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. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.





Junior School Registrar

If you are passionate about creating a warm and friendly welcome for children and families within a busy and successful Junior School, we want to hear from you.

Our Junior School Registrar will deliver the Royal Russell Junior School admission strategy, ensuring the positioning of the school and its brand promise and values are clearly and consistently demonstrated within the warm welcome we give to potential pupils and their families.

Meticulous attention to detail is required as well as high levels of organisation and the ability to foster good relationships across our community. Working with colleagues across the School, you will engage key stakeholders in meaningful relationships, to strengthen the Royal Russell brand and enhance our profile regionally, nationally and internationally, realising student recruitment targets and delivering a five-star customer experience in every interaction with the School.

This exciting position will suit a highly organised individual with strong people skills.

The successful candidate will:

- have direct recent experience within admissions or a very similar role
- show drive and a willingness to work as part of a team
- excellent interpersonal skills and an understanding of our customers although previous schools' experience is not necessary
- positive and proactive attitude
- excellent organisational skills
- will drive a seamless and engaging Junior School admissions experience for families, from first click on our website through to the first term their child joins us.

This role is all year round, 37.5 hours per week.

Salary: £36,000 to £38,000 per annum

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than midday on Friday, 20th November 2026.

Interviews will take place w/c 23rd November.



Key Responsibilities

Responsible to: Junior School Headmaster with oversight from Director of Marketing, Communications and Admissions

Purpose of job: To effectively lead and manage the Junior School's admissions process in order to maximise the number and quality of pupils on roll in line with enrolment targets. To ensure that a pro-active and comprehensive admissions service is provided to the School.

Main Duties and responsibilities:

Admissions Process:

- To lead a warm, effective and efficient admissions experience for all pupils and families from first contact to pupil enrolment.
- To organise and undertake parent tours and liaise with prospective pupils and their parents ensuring a welcoming and efficient point of contact between parents and the School concerning all aspects of the Admissions and recognising the importance of all families' first experiences with the School.
- To ensure that all communications with prospective and existing parents relating to school admissions, including transfer between Junior and Senior School are timely, accurate and as smooth as possible for parents and pupils.
- To work with the Head of the Junior School and his PA to communicate details of places offered following assessments of pupils.
- To follow up on enquiries from parents who have made visits to the school.
- To ensure that all incoming admissions related enquiries from prospective parents are responded to in a timely manner.
- To liaise with all relevant staff members to administer and ensure the smooth running of all entrance assessments in the Junior School.
- To ensure that prospective pupils are supported throughout their assessments
- Take a leading role in the organisation and development of outward facing events throughout the year

Reporting:

- To liaise with the Director of Marketing, Admissions and Engagement and Head of the Junior School in making recommendations to reach admissions targets and prepare reports for the School Leadership Team to be able to ensure that appropriate pupil numbers are maintained.
- To provide regular updates on pupil numbers to the Head of the Junior School throughout the year and in line with budget-setting and ensure that the data contained within the pupil forecast is accurate at all times.
- Provide information regarding pupils leaving/joining the school to the local council as appropriate.



Key Responsibilities cont'd

Data and Management:

- To ensure that the admissions data on the School's data management system is up to date, accurate and is being used effectively.
- To comply with the School's policies and procedures regarding data protection and record storage.
- To track, manage and analyse the admissions statistics (including enquiries, visits, registrations, offers, deposits, joiners and leavers) on the database and report figures regularly to the Junior School Headmaster.
- To maintain the prospective parents' database module and ensure accurate and timely data-input for every stage of the admissions process.
- To collaborate with the finance team to ensure registration fees and deposits are accounted for in a timely manner and fee information is shared appropriately so that billing is timely and accurate.
- In collaboration with the Marketing and Communications team, ensure that information relating to admissions on the School Website is up to date and accurate
- To ensure that stocks are maintained of admissions communication materials and regularly review these so that the information is up-to-date and relevant.
- To collect and distribute all necessary information and documentation relating to new joiners whilst also making relevant staff aware, through the sharing of appropriate data, of any information about new joiners which affects our routines or procedures.
- To ensure that information supplied by applicants meets the School's requirements and is complete, so that informed decision-making can take place.
- To assist the Visa Compliance Officer in ensuring that the School complies with the UK Visas & Immigration regulations for school admissions.

Marketing and Events:

- To lead and organise Junior and Whole School Open Days and evenings, other marketing events and induction, assessment and new parent events as appropriate.
- To build and maintain relationships with key feeder settings and other Junior Schools.
- To identify and organise a programme of feeder setting visits or events each year for attendance by the JS Headmaster or other members of the Leadership Team.



Key Responsibilities cont'd

General Responsibilities:

- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- To display correct staff identification at all times whilst on site
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- To attend Royal Russell Day and School Open Days.
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure personal safety and that of colleagues, pupils and visitors
- To carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.





Person Specification

Education and Qualifications

- GCSE in Maths and English at Level 4 or above, or equivalent
- Educated to A Level or equivalent
- A commitment to continuing professional development

Personal competencies and qualities

- Friendly and approachable with a can-do mind-set
- Experience of working with young children and the ability to build trusting relationships with ease and professionalism
- Tact, sensitivity and the ability to handle confidential material with discretion
- High degree of personal motivation, initiative, energy, creativity and drive
- An empathetic approach with demonstrable ability to build effective working relationships with parents, pupils and staff
- Able to remain calm and professional in all situations
- Able to take ownership of a task and see it through to completion

Knowledge and Skills

- Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines
- Computer literate, with good familiarity with Microsoft Office applications and database management
- Ability to work with accuracy, with good attention to detail
- Excellent organisational skills, able to multi-task
- Ability to communicate succinctly, effectively and attractively including the ability to proofread and correct publications and communications both orally and in writing, using appropriate language
- Good analytical and problem-solving skills
- Strong customer service skills with an excellent telephone manner

Experience

- Experience of working in a School environment, knowledge and experience of the independent education sector is desirable
- Experience of a professional admissions process, including meeting and greeting visitors, and responding to emails and telephone calls



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days holiday
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Location: Our School is 10 minutes from East Croydon Train Station, with direct links to Central London (15 minutes) and Gatwick Airport (25 minutes).

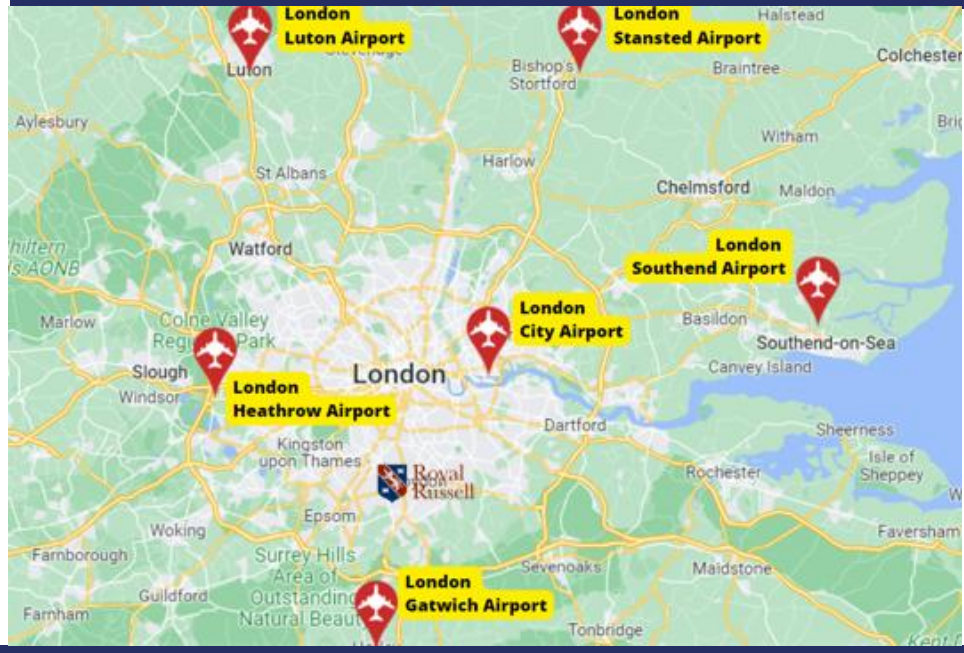
Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than midday on Friday, 20th November 2026. Interviews will take place w/c 23rd November.

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.





Campus Map

Our 110-acre campus contains incredible facilities for learning.

Main Facilities

1. Car Park
2. Reception / Headmaster's Study
3. Junior School
4. Early Years Centre
5. Performing Arts Centre / Auditorium
6. Dining Hall / Café
7. Chapel
8. Great Hall
9. Chapel Quad
10. Lime Tree Quad
11. Aston Webb Building
12. Library / Sixth Form Study Centre
13. Health & Wellbeing Centre
14. Science Block

Sports Facilities

15. Swimming Pool
16. Sports Hall
17. Top Pitch
18. The Paddock
19. Netball Courts
20. North Pitch
21. Astroturf Pitch
22. MUGA (Multi-Use Games Area)
23. West Pitch
24. Pavilion

Boarding / Houses

25. Buchanan / Reade
26. Cambridge
27. Hollenden
28. Keable
29. Latessa
30. Madden
31. Oxford
32. Queen's
33. St Andrew's



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www.royalrussell.co.uk

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