

Head of Administration, and Registrar

(Permanent, Full Time, Full Year)

We are seeking a highly organised, personable, and proactive Head of Administration and Registrar to join our school office team at St Paul's Cathedral School.

The successful candidate will serve as the first point of contact for our families and visitors, playing a key role in both the daily administrative operations of the school.

Job Purpose:

The role is primarily to support the Head's PA, the School Receptionist, the Head of Marketing, and the Senior Leadership Team to ensure the smooth and efficient day to day running of the school from the School Office.

As the school is over-subscribed, a smaller aspect of the role will be School Registrar, supporting the administration of the Admissions process for pupils - from enquiry through to enrolment, working with the Boarding administrator (Chorister Recruitment), Head of Marketing, and the Deputy Heads to ensure a smooth and welcoming admissions experience.

Structure and Line Management:

The School Office Team support the Head and the Senior Leadership Team in the administration of the School. The team consists of the Head's PA, the Head of Administration, and Registrar; the Head of Marketing; and the Receptionist. This role is line managed by the Deputy Head.

Key responsibilities:

Administrative / Secretarial Duties:

- Act as the first point of contact for parents, staff, visitors, and prospective families — in person, via phone, and email.
- Oversight of pupil attendance and registration – and reporting to the Deputy Head.
- Support the Deputy Head with safeguarding administration as required.
- Provide efficient secretarial support to the Head and senior leadership team.
- Manage the school diary, schedule appointments, coordinate meetings, and prepare correspondence.

- Maintain and update new and current student (and parent) records and school databases (ISAMS) – including logging staff absences.
- Prepare and/or proof-read newsletters, reports, and official school documents.
- Coordinate with staff to support, prepare and communicate around school events - including school trips, parent/grandparent visit days, Sports Days, Speech Day, and other events.
- Ensure the smooth day-to-day running of the school office.
- Support with fire drills, updating fire lists and ensuring these are available and monitored.
- Support with reprographics eg: ensuring photocopiers are filled, and contractors alerted when maintenance is required.
- Organisation of staff events (end of year)
- Support with holiday clubs administration.
- Supporting with pupil first aid (training provided, and a school nurse is on-site).
- Organising whole school photographs as per cycle and updating photographs on iSAMS annually as required.
- Update and circulate information including staff lists, room lists and phone numbers at the start of the year.
- Support the completion of the school census as required.
- Manage the allocation of online training
- Manage the allocation of staff access codes (entry/sign in).
- Minute taking for school and governor meetings, as required.
- Supporting the Head with induction of new governors.
- Supporting the Deputy Head to oversee co-curricular activities.
- Line manage the School Receptionist.

Admissions and Transition Responsibilities:

- Handle all admissions enquiries in a professional, warm, and informative manner.
- Maintain accurate and up-to-date admissions records and databases.
- Supporting the Deputy Head Academic with up-to-date pupil numbers and projections.
- Attending and minuting weekly Admissions meetings with the Head or Deputy Head.
- Support the Head of Marketing and the Head eg: with school tours, taster days, and open mornings.
- Assist with managing the admissions pipeline — from initial enquiry, registration, interviews, assessments, to offers and acceptances.
- Liaise with prospective parents throughout the admissions process, ensuring an exceptional and welcoming experience.
- Support compliance with admissions policies and regulatory requirements (e.g., ISI, GDPR).
- Assist the Deputy Head with pupil onboarding and transition procedures, including gathering documentation and liaising with relevant departments.

Any other duties reasonably requested by the Head.

Person Specification: Head of Administration, and Registrar

	Essential	Desirable
Qualifications and Experience	Experience of school administrative or admissions work	Knowledge of admissions cycles in UK independent schools
	Commitment to safeguarding of children and young people	Previous safeguarding training Familiarity with safeguarding protocols and procedures
Knowledge	Excellent written and verbal communication skills. Strong IT skills (e.g., Microsoft Office Suite, school management systems).	Experienced user of IT, including databases, spreadsheets, management information systems Willingness to undertake training on iSAMs if needed.
	Understanding of GDPR and the importance of confidentiality	Experienced in working with regard to GDPR and handling confidential matters.
	Sharing school's commitment to equal opportunities	Working understanding of aspects of Equality Act (2010)
Personal competencies and qualities	High level of professionalism, discretion, and interpersonal skills. Exceptional attention to detail and ability to manage multiple tasks under pressure. Warm, approachable, and capable of building rapport with a wide range of stakeholders. Alignment with the Aims and Principles of the School	

	<p>Excellent interpersonal skills – a good listener and able to convey information aloud, clearly and concisely</p> <p>Calm, reliable, organised and punctual</p> <p>Detail-focused, accurate, clear written communication</p> <p>Capable of multi-tasking in a busy office, flexible and adaptable</p> <p>Confident decision-maker, positive and optimistic</p> <p>A problem-solving approach</p> <p>Able to prioritise own workload, to work independently and as part of a team.</p> <p>Reflective professional, able to identify and learn from error</p>	
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Hours, Terms and Conditions:

This is a full time post, to be worked across the office working week (Monday to Friday) from 8am to 4.30pm. Occasional evening or weekend work will be required to support major school events.

This is a full year post with 6.6 weeks holiday allowance (25 days plus 8 bank holidays). Holidays to be taken outside of term time, with the exception of the first and final weeks of the Summer Holidays which are working weeks for the School Office.

Lunch is provided. Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

Application:

Due to the short turn around for this post, please email: tkeller@spcs.london.sch.uk to express an interest, and you will be sent the School Application Form to return by the end of day Monday 16th June 2025. Thank you.