



St David's College

— Est. 1965 —



[www.stdavidscollege.co.uk](http://www.stdavidscollege.co.uk)

REGISTRAR

Information for applicants



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# ST DAVID'S COLLEGE

“*Education at its best is very much alive and shining here*” – **Good Schools Guide**

Established in 1965, St David's College is an independent co-educational day and boarding school for children aged 9 to 19. Our beautiful location in North Wales, with the Irish Sea and mountains of Snowdonia on our doorstep, plays a vital role in our history, our future and what makes St David's College unique.

The vision of its founder, John Mayor, was to create an holistic education in an inclusive environment which would genuinely recognise and nurture the strengths in every child – from the most able academics to those with complex barriers to learning.

To this day St David's College is recognised for its inspiring, fresh approach to education that supports pupils of all ability levels to reach their full academic potential. Our uniquely wide curriculum includes a strategic interweaving of multi-sensory classroom-based learning with unrivalled outdoor and co-curricular experiences - the hallmark of a St David's College education.

The school's community includes 250 boarders and day pupils. Seventy percent of our pupils are from Wales, twenty percent from the rest of the UK and approximately ten percent from overseas. Despite being non-academically selective on entry, the school's GCSE, A Level, BTEC and Value Added results are consistently above Welsh and UK averages, with the majority of pupils going on to top level degrees at many of the UK's leading institutions; testament to the commitment of the staff, the pupils and the dynamic model of learning.

Alongside mainstream classroom teaching, St David's College has a highly regarded learning support centre specialising equally in supporting pupils' additional learning barriers (such as dyslexia) to advanced study skills for the most able and EAL for our international pupils.

“*an inclusive, nurturing family community where staff promote a culture of trust and respect in which pupils thrive*” – **Estyn**

# WORKING AT ST DAVID'S COLLEGE

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The school combines the best of modern teaching techniques and facilities with the heritage and values of a traditional boarding school.

Set in 30 acres of beautiful, safe grounds, with views to the coast and Snowdonia National Park and within easy reach of Manchester, Liverpool, and even London (just three hours by direct, staff-escorted train), St David's College is an idyllic location for pupils and staff alike.

The heart of the school campus is Gloddaeth Hall, built in the 16th Century, surrounded by a charming mix of old and new buildings including the Minstrel Hall and Gallery, the dovecote, the battlements and a state-of-the-art Design Centre. Established features of the school include our award-winning Outdoor Education facility, based in a log cabin in the woods on the school grounds, the Cadogan Centre for learning support, as well as a well-appointed art department that has inspired many budding artists.

As part of a substantial development programme, significant recent investment in the school has included newly refurbished boarding houses, doubling the capacity of girls' boarding and an impressive new Sixth Form Study Centre. The ongoing plan includes a new sports centre, library and extended Performing Arts facilities.

Investment in the facilities is matched by the commitment of our inspiring staff, who work with passion and dedication to create the genuine feeling of community, support, ambition and success which pervades academic, wider curricular and pastoral areas of the school.

Small class sizes and teachers who are all post-graduate qualified in multi-sensory teaching techniques, enable St David's College to be known for an education which can be sensitively tailored to the learning style of each individual. The pastoral care, rated 'excellent' by Estyn, also adds to the unique and inspiring atmosphere that nurtures every aspect of a pupil's academic, physical and social/emotional/spiritual wellbeing.



“*Teaching at St David's is characterised by the supportive and nurturing working relationships between staff and pupils*” – Estyn

This is a place where we are able to discover the gifts in every child and allow them the educational freedom to flourish.

The low turnover of staff, unrivalled in many schools, is testament to our commitment to staff well-being. Staff are continuously supported with state-of-the-art teaching facilities and ongoing CPD and have access to fee remission for their own children.

This is an exciting time to be joining the St David's College community as we expand our reach geographically across the UK and internationally; continue to develop our standing as a leader in modern teaching techniques; develop our facilities and increasingly utilise the benefits of our unique location.



# REGISTRAR

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We are seeking to appoint an experienced Registrar to oversee the admissions strategy across all parts of the school, including junior, senior, Sixth Form, day and boarding.

Reporting to the Headmaster and working closely with the Marketing Manager, you will be responsible for delivering an effective admissions function and conversion strategy, based on agreed targets, with a high level of commitment to outstanding customer care and service. You will be the main point of contact for all prospective families from the UK and overseas, guiding and influencing families through to enrolment. This is an exciting time to be joining St David's College as we focus on continued development across the UK and international markets.

To be successful, you will preferably be experienced in school admissions and have strong interpersonal, organisational and communication skills. You will be proactive and a self-starter with ambition to make a significant impact in this role. The successful candidate will have tact and diplomacy when dealing with parents, candidates and agents and be able to work both as part of a collaborative team and independently with minimum supervision. You will be sympathetic to the Christian values of the school.

**The role is full-time** all year round and will require flexibility to work some evenings and weekends

**The position reports to the Headmaster**

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# PERSON SPECIFICATION AND EXPERIENCE

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree educated or similar</li> </ul>	<ul style="list-style-type: none"> <li>• AMCIS Certificate in Admissions Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strategy planning and execution</li> <li>• Experience of a school/boarding school environment</li> <li>• Experience of working with the public and able to evidence excellent people skills and interpersonal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a Registrar or Admissions function in a school or boarding environment</li> <li>• Familiarity with Independent Senior school sector</li> <li>• Experience in customer relationship management</li> <li>• Familiarity with the Tier 4 system</li> <li>• International Marketing</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Outstanding communicator</li> <li>• Good planning and organisational skills</li> <li>• High level of data skills for tracking, storing and presenting information</li> <li>• Effective team member and leader</li> <li>• Effective at motivating and inspiring people</li> <li>• Working independently</li> <li>• Ability to prioritise tasks and work to deadlines</li> <li>• Excellent use of written and spoken English</li> <li>• Meticulous with details</li> <li>• Ability to stick to brand guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Able to adapt as needed to meet the needs of other staff and International students and visitors</li> <li>• Motivation to continually improve standards and achieve excellence</li> <li>• High expectations for accountability and consistency</li> <li>• Evidence of a positive approach to problem solving and high degree of efficiency</li> <li>• Knowledge of school database systems</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Global awareness and the ability and aptitude to study current International issues relating to an independent day and boarding school.</li> <li>• Sympathetic to Christian values</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of sales and marketing techniques</li> <li>• Up-to-date general knowledge of educational trends</li> <li>• Insight into development plans for the school</li> <li>• Accurate information about league tables, competitors, universities etc.</li> </ul>



# JOB DESCRIPTION

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- In conjunction with the Headmaster and working closely with the Marketing Manager, maintain and develop appropriate recruitment strategies to ensure that appropriate calibre boarding and day pupils know about and are attracted to St David's College, and that pupil numbers remain high throughout the College.
- Overseeing the complete admissions cycle from start to finish.
- Meet prospective parents and host families upon arrival at the school and prior to interview, possibly attend the tour with the Headmaster; see to the farewell and arrange any follow-up.
- Managing the admissions database at St David's College in conjunction with the Headmaster.
- Using excellent customer management skills, communicate with and manage all relationships with prospective and registered students, their families and agents (as necessary) on a regular basis.
- Maintaining good relationships with overseas agents. Making sure contracts and references are up to date.
- Working with the Headmaster to maintain and grow existing relationship with current feeder schools and agents. Identify and develop potential new feeder schools and agents.
- Developing relationships with agents and opportunities for expanding our overseas outreach.
- Overseeing arrangements for staff visits and tours and reciprocal by prospective International parents and pupils.
- Liaising with SENCo, teaching staff and Housemaster/Houseparent concerned with regard to 'Taster' visits to prepare for the visit and gather feedback.
- Overseeing all applications for Tier 4 with our outsourced firm.
- Working with the Assistant Head responsible for overseas boarders and students.
- May on occasion have to make trips overseas to develop networks and partnerships.



“*There is an activity, an expedition, a challenging outing once a week, but lest anyone think this is an attractive offer replacing academic pursuits, think again.*” – Estyn



**St David's College**  
Independent Boarding & Day School, North Wales



# HOW TO APPLY

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**Salary:** In the region of £35,000 negotiable, depending on experience.

**Start date:** ASAP

**Further information:** For an informal discussion about the role please contact the Headmaster's Secretary on 01492 875974

**Application:** To apply please complete the application form on the website [www.stdavidscollege.co.uk/welcome/vacancies](http://www.stdavidscollege.co.uk/welcome/vacancies)

**Closing date:** 5pm, 15th November, 2020

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.

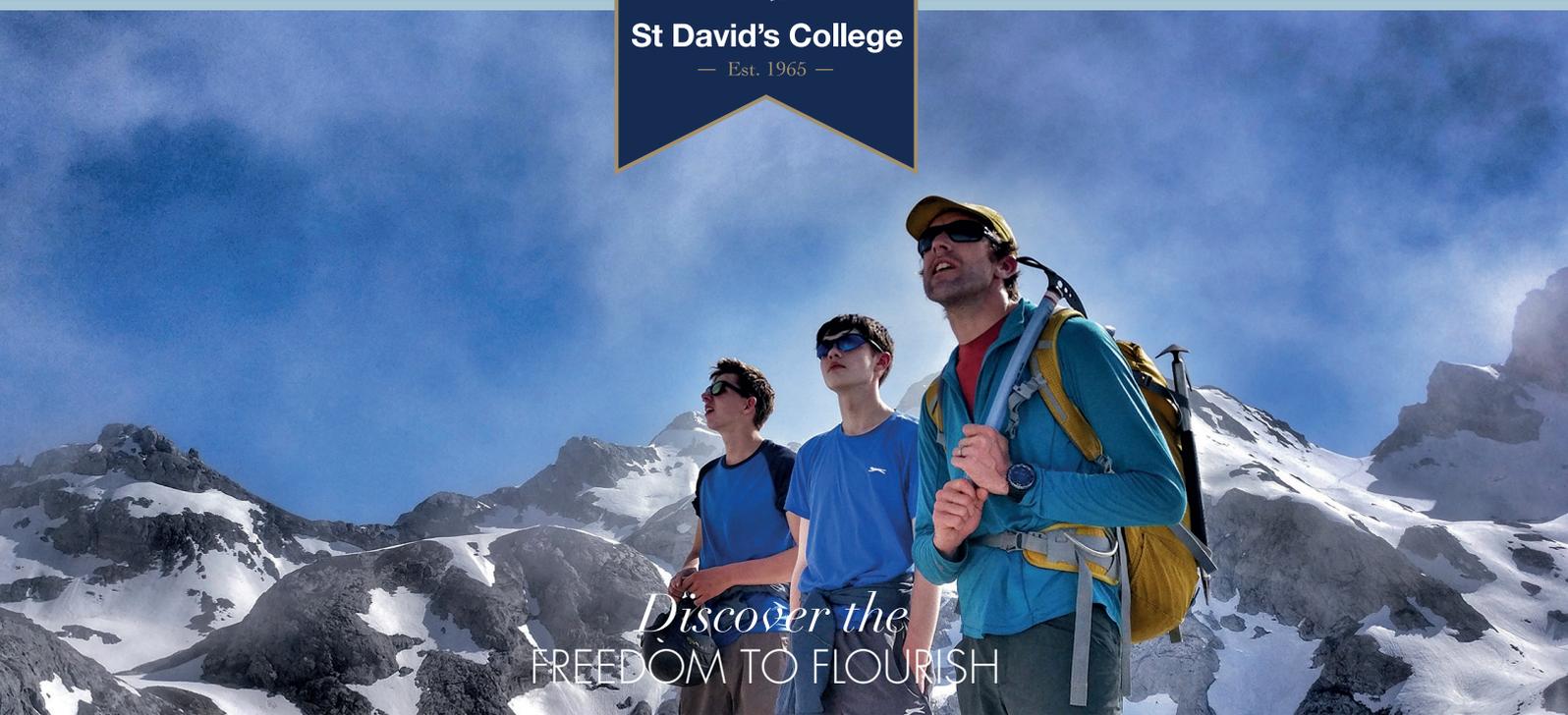


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Independent Boarding & Day School, North Wales



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St David's College | Gloddaeth Hall | Wormhout Way | Llandudno | LL30 1RD

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