

## **Admissions Registrar**

Full time/Permanent (term time plus holiday working considered)

Salary – Grade 6: £26,642 to £35,496

35 hours – Monday - Friday

Coventry School Foundation (CSF) is an outstanding provider of education for some 1800 pupils with a combined history stretching back over 670 years.

CSF comprises Bablake School and King Henry VIII School. We educate boys and girls between the ages of 3-18 across four sites, situated on beautiful campuses in the heart of Coventry. Each school is unique but brings with them a rich heritage and traditions of academic excellence.

We are looking to appoint a highly motivated individual to support the work of our Admissions team. The role is varied and rewarding. You'll be warm and personable, with a cheerful demeanour and relentless focus on customer service and meeting customer needs.

Reporting to the Head of Admissions, you will be responsible for the recruitment of prospective pupils, providing an excellent and welcoming service to both applicants and their parents. The Postholder will be an excellent communicator and relationship builder, highly organised and with an ability to manage different projects concurrently.

Salary will be commensurate with qualifications and experience.

The Coventry School Foundation is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements to enable you to participate fully in the recruitment process.

The Coventry School Foundation is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service and overseas police check if necessary. Candidates from overseas must provide information about their past conduct, for example, by providing documents issued by overseas teaching authorities.

A completed application form including contact details for two referees, accompanied by a covering letter should reach the HR team at [recruitment@csfoundation.org.uk](mailto:recruitment@csfoundation.org.uk) as soon as possible, and no later than 12 noon on Friday 26 April 2024.

Applications will be considered as soon as they are received up until the closing date. Early applications are encouraged.

Expected start date: As soon as possible

