

**Admissions - Registrar**

The School is seeking to appoint a very personable and self-motivated Registrar to oversee the admissions processes within a leading independent Prep School. The role would be ideally suited to someone with successful sales experience, ideally within a school context. Warmth, humour and natural enthusiasm are essential qualities in this position, as well as skill in planning, prioritising and delegating work. It would also require a high degree of computer literacy and accuracy, as well as excellent written and oral communication skills, an affinity for the telephone and a professional appearance.

You would be working as part of a strong and capable Admin team, reporting to the Headmaster and the SLT, at frequent intervals, providing data and information relevant to the successful marketing of the School.

This is a very important role requiring commitment, courtesy and confidence – qualities which reflect the ethos of the School itself. The expected hours are 20 per week over 40 weeks of the year.

Applications are invited from graduates (or equivalent) with several years’ experience of Admissions, or a similar administrative/sales environment. It is a requirement to be proficient on Word, Excel and other aspects of Office 365.

Full details and an application form can be found here and on our website:

<https://cumnor.co.uk/information/career-opportunities/>

The closing date for applications is Friday September 10th. Interviews will be held the following week. Please apply by sending your completed application form, CV and covering letter to Teresa Mockridge at HR@cumnor.co.uk

*Cumnor House Sussex, Danehill, Haywards Heath, West Sussex, RH17 7HT*

*Cumnor House is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service. For GDRP information, please refer to the School’s Policy on Data Protection.*