



Cumnor House  
School



## Registrar

At Cumnor House School, we pride ourselves on encouraging a genuine love for learning. From a very young age, we support our children in their development of a sense of curiosity, open-mindedness, perseverance, reflection and critical thinking. This thirst for growth and knowledge is one that stays with them throughout their school years, meaning they enter each stage of their lives best prepared for the challenges and opportunities ahead.

Cumnor House School seeks to appoint an enthusiastic and flexible Registrar to play a key role supporting the administration and delivery of the school's marketing, admissions and development functions.

### The opportunity

The Registrar will represent Cumnor House School as the initial point of contact with prospective families and maintain an accurate information system of current pupils, prospective pupils and families in order to provide accurate and timely reports on enrolment; new joiners across all four sites of Cumnor House (including the Boys School, Girls School and 2 nursery sites); nursery session changes and withdrawals across all sites. This is a full-time position, 40 hours per week, Monday to Friday.

### Who are you?

The successful candidate will have experience within a similar environment and experience of MIS systems (is essential). You must have the ability to work independently, the ability to communicate effectively and confidently is key to the post, as well as intermediate IT skills, including Microsoft excel.

### Remuneration

- Competitive salary depending upon qualifications and experience
- Free coffee and tea supplied throughout the day
- School fee discount
- Professional Development
- Free lunch
- Exclusive third party discounts

### Application Process

Please send completed application forms to [hr@cumnorhouse.com](mailto:hr@cumnorhouse.com) or by post and marked for the attention of the Head or Marketing and Admissions. All candidates are required to submit a completed application form – CV's will not be accepted. **Closing date: 21<sup>st</sup> February 2020**

Address: 168 Pampisford Road, South Croydon, Surrey, CR2 6DA

*Part of Cognita Group - [www.cognita.com](http://www.cognita.com) Cognita Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.*