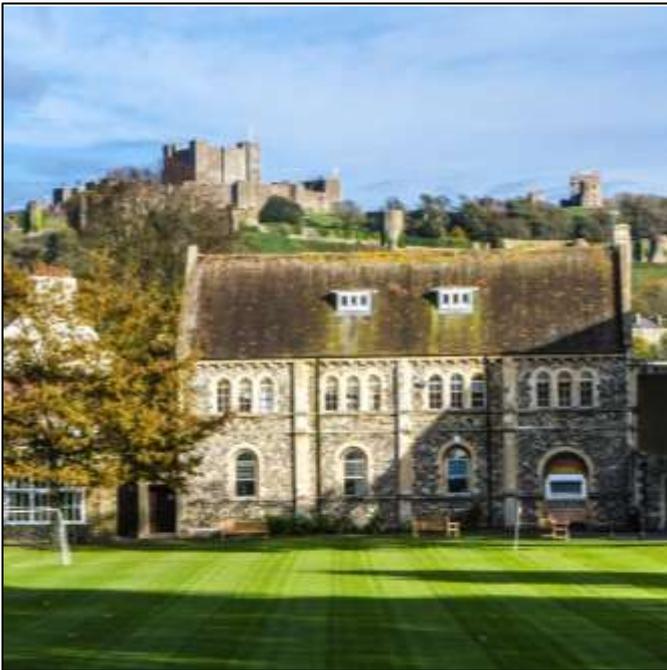


Candidate Information

Assistant Registrar

July 2019



Background information on Dover College for applicants

The College was founded in 1871 by local businessmen as a school principally for the local children but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty-five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception – a school which cater not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established – it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-named ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum, which is currently undergoing a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development helps us to stimulate an enquiring mind, establishing key skills and a wealth

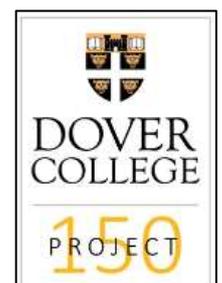
of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added results at GCSE.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme which aims to provide them with enjoyment, confidence, skills and fulfilment.

Music forms a pivotal role in all that we do, and the school has a choir and music school which encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences that are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives and to develop new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information, please visit:
www.dovercollege.org.uk



The Role

Job title Assistant Registrar

Start Date July 2019

Reports to Registrar

Salary Competitive, dependent on experience

Location Dover

Contract type Permanent

Contract term Full-Time

Role

We are looking to appoint an enthusiastic and dynamic Assistant Registrar to play a vital role in the day-to-day running of the admissions processes for this historic school that is currently undergoing a period of substantial development and growth. The Assistant Registrar will play a key role in the increase in pupil numbers and the recruitment of pupils from the UK and around the world.

The role will involve dealing with enquiries about places at Dover College, overseeing visits and tours, corresponding with House staff and members of the SMT regarding candidates, assisting with Open Mornings across the school, liaising with parents and overseas agents, among other duties.

The post is full-time and the nature of the job means that there are occasional events to attend outside of the normal working week.

A proven track record of administrative accuracy gained either in education or a similar area would be an advantage. Knowledge of EAL and/or a second language would also be useful in this role. A sense of humour is vital, as is the ability to work in a family focussed environment.

Process and Administration

- Assist with the Senior School pupil admissions process, in line with agreed procedures, from enquiry to entry

- Respond to all new enquiries within 24-hours and assist with all correspondence with prospective families and/or agents from initial point of enquiry to admission/rejection, ensuring timely and appropriate contact is maintained throughout the admissions journey
- Ensure admissions criteria are met by candidates through assessment, references, reports, etc.
- Ensure the admissions database is accurate and up-to-date
- Ensure all enquiries are entered on the database and arrange visits, tours and meetings with the Headmaster in conjunction with the Headmaster's PA.
- Conduct tours of the College with families
- Follow up visits within 24 hours and elicit feedback
- Hold Skype interviews with prospective pupils
- Arrange Taster Days for prospective pupils
- Assist with all entrance and scholarship assessments, communicating with candidates, agents and feeder schools as required.
- Assist the offer process in close consultation with the Headmaster, Director of Studies and Registrar
- Produce offer letters for candidates
- Maintain all entry & waiting lists for candidates
- Be well-informed about the School's academic and extra-curricular offer and the working of the School
- Keep up-to-date with availability of subject options and any curriculum changes that may impact the admissions process
- Oversee the production of new pupil packs
- Assist with the day to day relationship with overseas agents and maintain an accurate record of agents and all communications with them
- Assist with the UKVI Tier 4 process and documentation in line with evolving regulations, keeping abreast of changes as necessary and being the point of contact for all prospective pupils requiring visas

Social Media

- Oversee and update the Senior School social media platforms

Event Management

- In conjunction with the Registrar, assist with a programme of Open Mornings, in particular being responsible for communications with prospective parents, school guides and pupil allocations.
- Liaise with Head of ISC and Head of Priory House regarding selection and training of school guides for Open Mornings
- Capture attendance records on the admissions database and assist with following up each event with attendees

Closing date:

Tuesday 4th June 2019, 09:00

Interviews:

Thursday 6th June 2019 (please ensure availability)

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a CV, covering letter and a Dover College application form stating two referees.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

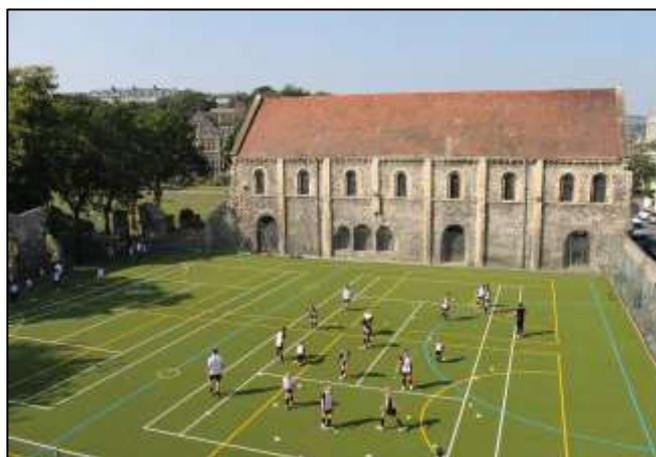
Please address your letter to the Registrar and send the letter, CV and application form to:

HR Department
Dover College
Effingham Crescent
Dover CT17 9RH
hr@dovercollege.org.uk

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS clearance and satisfactory employment references which the College will endeavour to take up prior to interview. Dover College reserves the right to close applications early and make an appointment at any stage.

Safeguarding and Protection of Children and Young Persons

This post may involve both direct and indirect contact with children. In accordance with the Children's Act 1989, on appointment, post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced Criminal Record Check from the Disclosure and Barring Service (DBS) as well as other security and reference checks. These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them working with children.



About Dover College

Dover College is one of the UK's leading independent co-educational day and boarding Colleges catering for children from the ages of 3 to 18. Our pupils originate from both the local area and from abroad and the College is proud that of its inclusive ethos. Located in beautiful surroundings in the heart of Dover, the College is entering an exciting phase of development and each employee will play a part in helping the College meet its development plan.

Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regenerations, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breath-taking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries; a 3000-year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzy cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock, the Timeball Tower.

Sandwich is a further 10 minutes' drive, filled with medieval architecture and boarding some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquillity, a Lutyens house and Gertrude Jekyll design.

The strip of Kent is home to some truly great golf. Royal St. George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a

challenging down land course. For two more testing links courses head to the Royal Cinque

Ports of Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- www.visitkent.co.uk/
- www.canterbury.co.uk/
- www.english-heritage.org.uk/visit/places/dover-castle
- www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html
- www.nationaltrust.org.uk/the-white-cliffs-of-dover

House prices in Dover (taken from Rightmove 09.01.2019):

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £172,416. Semi-detached properties sold for an average of £235,151, with flats fetching £129,596.

Dover, with an overall average price of £204,971 was cheaper than nearby River (£297,158), Whitfield (£270,463) and Capel-Le-Ferne (£319,960).

Overall sold prices in Dover over the last year were 5% up on the previous year and 15% up on the 2016 level of £178,550.

House prices in Deal (taken from Rightmove 09.01.2019):

Last year most property sales in Deal involved terraced properties which sold for on average £271,098. Semi-detached properties sold for an average price of £284,043, while detached properties fetched £407,537.

Deal, with an overall average price of £288,447, was similar in terms of sold prices to nearby Walmer (£298,596), but was cheaper than Kingsdown (£427,009) and Sandwich (£318,465).

During the last year, sold prices in Deal were 7% up on the previous year and 18% up on 2016 when the average house price was £245,084.