



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



INFORMATION PACK

Assistant Registrar

All year round (not term-time only)

Closing date: Midday, Monday 17th June

Interview date: Week commencing 24th June

Oxford OX4 1DZ Telephone 01865 242191

Email: applications@mcsoxford.org · www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785



Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. L. Pike



Assistant Registrar – General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Role

The school is seeking to appoint an Assistant Registrar. The post holder will be a member of the team assisting the Registrar in the management of the process of admitting pupils to the School; this process includes initial enquiry, application, testing, interviews, offer of a place and induction to the School. The School intends that every prospective parent and



pupil should receive a bespoke, personal service that ensures that they feel well treated and have had a good experience whether or not they are eventually offered a place at MCS. It is the responsibility of the Registrar's team to ensure that these intentions are fulfilled.

The role involves collaboration with many other staff, most notably teaching staff and those in the Bursary, Marketing and the School's Waynflete Office (for alumni relations and development). The responsibilities may vary from time to time as the needs of the School determine. Any responsibility delegated to the Assistant Registrar will be within his/her expected capability and as such may reasonably be required according to the normal practice of an independent school.

The post is offered as a full-time position at the School.

The duties of the role will include, but not be restricted to:

- Assistance with every aspect of the school's admissions operation, from enquiry to entry



- Liaison with prospective parents and students
- Admissions correspondence, including preparation of induction material for new students
- Management of key database information for each applicant (iSAMS training will be provided)
- Organising Open Day events
- Organising test and interview days in both the Senior and the Junior School
- Maintaining close links with feeder schools and organising prep and primary school liaison days, including the Prep School Quiz Nights
- Supporting the Marketing team as and when reasonably required

The Candidate

The successful candidate is likely to be able to demonstrate/have:

- Strong people skills (all ages)
- First rate communication and organisational skills
- Evidence of being a team-worker with a keen sense of responsibility
- Ability to write reports and present and analyse data and statistics
- A positive, cheerful attitude, and a willingness to become involved in the life of the School
- A flexible approach to work, given that some weekend and evening work will be required from time to time
- The initiative and the ability to work under pressure and to deadlines
- Educated to degree level or equivalent
- At least three years' work experience in a similar field
- Good standard of written and spoken English and numeracy
- Strong IT skills, including Microsoft Word and Excel
- Good standard of written and spoken English and numeracy



Application process

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#) . This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent no later than Monday 17th June at noon. The School's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post. **References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

We anticipate holding interviews week commencing 24th June and we will be in contact with shortlisted candidates by telephone.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).



Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.



Terms of employment

This is a permanent post. The hours of work are all-year round, Monday to Friday from 08:15am to 5.00pm. There will be some weekend and out-of-hours working. The salary will be appropriate to the experience and qualifications of the successful candidate.

Benefits

Pension

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.



Other Benefits

All staff are entitled to the use of School sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.