



# PUTNEY

HIGH SCHOOL

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GDST

**ADMISSIONS REGISTRAR - maternity cover**  
Information for Applicants





## MESSAGE FROM THE HEAD

We are delighted that you are considering joining Putney High School. This is an incredible community in which to teach, work and learn and this role offers an opportunity to play a leading part in one of the UK's most exciting and successful schools.

Based in Putney, SW London, with a reputation for academic excellence and expert pastoral care, we are a down-to-earth, innovative and unashamedly ambitious school where girls achieve exceptional results and go on to an array of impressive destinations in the UK and abroad.

The wealth of passions our pupils pursue is testament to an education that is intellectually thrilling and fun, and to a dedicated staff body who interest, inspire and support our students to thrive.

We are known for our pioneering initiatives in everything from biophilia and design thinking to the science of learning, and for our leading co-curricular programme, most notably sport. Our superb facilities include a purpose-built Sixth Form Centre, a cutting-edge centre for Science, Music, Drama and Debating and the only girls' school boathouse on an iconic stretch of the River Thames.

With a focus on continued professional development, membership of leading organisations and a superb package of personal benefits provided by the GDST, this is an opportunity to join a warm and inclusive organisation which has been a powerful voice in education for over 150 years, and to enjoy the camaraderie of a fantastic group of colleagues.

Thank you for your interest in our school. We hope you will make an application and we very much look forward to meeting you.

Head





## THE SCHOOL

Academic with a very modern edge, Putney is a dynamic and down-to-earth school that nurtures bright and imaginative students.

Our unique brand of modern scholarship provides an outstanding education that is bold, broad and above all, relevant. We prepare students for the future by building confident, hopeful young people, with agile, entrepreneurial mindsets, equipping them with skills in everything from design thinking to PPE. Our students go on to become leaders in fields from medicine to politics, architecture to the environment. Curiosity abounds with fun and challenging lessons across an exceptionally rich curriculum and with exciting co-curricular activities to match.

The school is set on a leafy campus in Putney, close to the River Thames. As the largest school of the Girl's Day School Trust (GDST) we have been leading the way in girls' education since 1893 and today provide a happy and progressive environment in which over 1000 pupils aged between 4 and 18 years old can flourish.

We are consistently ranked among the top performing schools both in London and the UK and are known for producing young people who are ambitious, rounded and responsible. They pursue their interests with passion and humour while building the skills, self-awareness and confidence to throw open doors and make their mark in the world.

## OUR VALUES

At Putney High School we are:

**INNOVATIVE** - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

**INCLUSIVE**- We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

**INTREPID**- Interested and interesting, we are unafraid to stretch our wings and to blaze trails curious to explore and to challenge limits.

**INTELLECTUAL**- Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.





# THE DEPARTMENT & THE ROLE

## THE ADMISSIONS DEPARTMENT

One of the UK's leading schools, Putney High School attracts applications from some of London's brightest girls.

Applicants and their parents are supported by an admissions service which is market leading - warm, open, down to earth and with a commitment to making the process straightforward and enjoyable.

Led by the Registrar, the Admissions Team delivers a first-class service, from initial enquiry and open day visit through application and selection process to new families joining our school.

With entry at two main points – 11plus (Year 7) and 16plus (Year 12) as well as Occasional Vacancies into other years – this is a busy, varied role which shapes and delivers a service that is fundamental to the overall success of the school.

The team is part of the Admissions, Communications and Development Department.

## REGISTRAR

### **Accountable to:**

Director of Admissions, Communications and Development

### **Salary:**

Support Staff Grade 5  
£43,000 to £53,000  
Dependent on Experience

### **Hours:**

36 hours per week - All Year round  
30 Days holiday + Bank Holidays

### **Starting:**

April 2024





# THE PERSON

**The successful candidate will have the following key skills and attributes:**

## ESSENTIAL

- Outstanding interpersonal, organisational and administrative skills
- IT expertise including confidence as a high level Excel user
- An ability to think strategically
- The energy and enthusiasm to come up with new ideas and to problem-solve calmly and effectively
- Empathy and the ability to deal sensitively and diplomatically with stakeholders
- The ability to be flexible, responsive and adaptive to change
- Resilience and the capacity to thrive in a high-workload environment
- An eye for detail and accuracy as well as an appreciation of the legislative and compliance framework relevant for this role.

## DESIRABLE

- Degree or equivalent by experience
- Experience of working in Admissions within a school.





# JOB DESCRIPTION

## RESPONSIBILITIES

### Admissions

- To shape, lead and deliver a highly professional, effective and efficient admissions experience which reflects the values and ethos of the school.
- To ensure the school remains at full capacity and is recruiting candidates of the highest calibre.
- To build positive relationships with all relevant stakeholders including feeder schools.
- To lead arrangements for high quality, inspiring events including open days, entrance assessments, offerholder fairs and induction sessions, each bringing to life the school's distinctiveness and strengths.
- To understand the marketplace, collecting and analysing data to inform the school's strategic direction.
- To oversee comprehensive, warm and accurate communication from initial enquiry to offer and acceptance.
- To liaise effectively with staff regarding all relevant aspects of the admissions and induction process.
- To use and oversee the Admissions+ platform.
- To manage the bursary process to support potential and current bursary holders.
- To represent the school at a range of external events to help build relationships. These may be during the evening or at weekends.
- To ensure the appropriate maintenance of internal pupil records.
- To work closely with wider GDST colleagues and some third parties to ensure accurate information sharing.





# WORKING FOR THE GDST

The school is part of the Girls Day School Trust, the UK's leading network of 25 girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries
- Access to extensive professional development opportunities
- Training grants for qualifications
- High Street Discount Scheme
- Financial Advice
- Generous GDST pension schemes
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- An extensive employee assistance programme
- Competitive terms and conditions of employments





# HOW TO APPLY

Within your application form, please complete a detailed personal statement (section 5) instead of a covering letter.

Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.

Send all completed application forms to [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

**NB. CVs are not accepted without a fully completed application form.**

**Closing Date:**

**Thursday 15 February 2024 at midday**

**Interviews will take place on:**

**Thursday 22 February 2024**

**Additional Information:**

Any candidate wishing to seek additional information or needing to discuss any adjustments:

Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.