



ADMISSIONS REGISTRAR (MATERNITY COVER)

FULL-TIME, FIXED-TERM, NON-RESIDENTIAL

MORE HOUSE SCHOOL, FRENSHAM



More House School
Rated Outstanding by Ofsted (2023)



Overview

Full-time, fixed-term (maternity cover), non-residential position commencing July 2026, or as soon as possible thereafter.

An enthusiastic and highly professional individual with strong administrative skills and with experience of special education needs, is sought to join our dynamic Admissions team.

Our School Vision is:

To lead in transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language disorder and associated conditions, by empowering them.

Our School Values are:

Kindness - Spirit - Responsibility



Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

About the post

Under the leadership of the Headmaster and reporting to the Head of Admissions, the Registrar is responsible for promoting and facilitating entry into the School for children whose needs can be met effectively in accordance with the School's Admissions Policy and in accordance with the School's provision, purpose and capacity.

Main duties will include the following:

- Deputise for the Head of Admissions as required.
- Provide at all times a welcoming and professional service for all in contact with the Admissions department. Respond to enquiries with sensitivity and empathy and promote the school's ethos and purpose clearly.
- Support the Admissions team in the planning and delivery of Admissions events, such as Open Days.
- Support the Head of Admissions in the coordination of the admissions assessment process, in accordance with the School's Admissions Policy, liaising with the Headmaster, the Principal Deputy Head (Head of School), the Special Advisor (Assessment & Therapy), the Deputy Head (Head of Residential) and other professionals, ensuring all parties receive accurate information in a timely manner to aid the process.
- Support the Head of Admissions in processing and responding to direct consultations for admissions of students from varied Local Education Authorities.
- With support from the Head of Admissions obtain and interpret all relevant information about a prospective pupil, including education, health and therapeutic professionals' reports, relating to their cognitive and learning profile. Review such information to assess suitability in respect of the admissions process.
- Contribute to the creation and maintenance of digital Admissions files for applicants.
- Identify and communicate to applicant parents as early as possible indications of incompatibility between the needs of the prospective pupil and the School's provision and purpose.
- Support the Head of Admissions in conducting tours of the school for prospective families prior to the interview process.
- Support the Head of Admissions in arranging on-site assessment visits for prospective pupils, welcoming children and their parents on arrival, providing reassurance, checking on their progress and wellbeing throughout the day.
- Under the direction of the Head of Admissions, communicate the findings and outcome of the assessment process to the parents applying for the admission of their child, taking responsibility for obtaining and collating information from professionals involved. Prepare and send Offer Letters from the Headmaster confirming the outcome. Send formal responses to Local Education Authorities, as required.
- Maintain accurate records of all admissions enquiries and progress of the admissions process using the school's Management Information System (ENGAGE) and the Web Admissions function thereof.
- Assist the Head of Admissions in maintaining the School's Admissions Register, ensuring accuracy and compliance with applicable regulatory and School requirements.
- Ensure the protection of all personal data relating to pupils admitted to the School, and to those applying for entry, in accordance with the School's Safeguarding and Data Protection policies.

- Communicate with parents to ensure the receipt of written confirmation of acceptance, the payment of the Acceptance Fee and the timely return of joining papers from parents of children offered a place. Where applicable, communicate with the placing local authority with regard to funding and start dates for the students.
- Ensure parents of pupils expected to join the School roll receive all relevant and necessary information to support their preparations, in a timely manner.
- Working closely with the Admissions Assistant, ensure the efficient transfer of student information from feeder schools and manage archive storage of student information.
- Support the Head of Admissions in their work with the Core Leadership Group and Marketing Department in promoting the school and managing enrolment.

Apart from the duties summarised in this job description, we retain the right to include other reasonable duties which are part of, and incidental to, this type of work.

General Responsibilities:

- To treat all pupils, colleagues, parents and stakeholders in accordance with the School's values of Kindness, Spirit and Responsibility
- To ensure that all activities are undertaken in accordance with Health and Safety provisions
- To help ensure the tidiness, the monitoring and safe storage of all equipment used in the department
- Attendance at INSET training days and other formal out of School functions, including Founders' Day
- To maintain appropriate records, and complete all administrative tasks associated with the role in a timely and accurate manner.

The post holder is responsible for promoting and safeguarding the welfare of children

About the department

The Admissions team is comprised of the Head of Admissions, the Registrar, and the Admissions Assistant working closely with the academic and therapeutic staff in the School. The School's Admissions process is integral to the success of the pupils and the School. It works to ensure that a comprehensive understanding of the pupil's strengths and needs are developed, in order to determine whether the School can provide the best learning environment for the pupil.

Relationships

- The post-holder is responsible to the Headmaster in all matters, but is supported by the Head of Admissions. They will develop relationships with the members of the Senior Management Team and wider staff body.;
- The successful applicant must also interact effectively on a professional level with colleagues, and seek to establish and maintain productive relationships with all.

Personal Specification

Essential	Desirable
Qualifications	
<p>Educated to A-level or equivalent.</p>	<p>Higher-education qualification relating specifically to education, child development or a therapeutic discipline. Teaching or specialist tutoring qualification.</p>
Skills and Experience	
<p>Experience of working within a school environment within a child-focused role. An understanding of special educational needs.</p>	<p>Experience of special educational needs, including Specific Learning Difficulties such as Dyslexia or Dyspraxia, Developmental Language Disorder, or associated conditions such as ADHD and Autistic Spectrum Condition.</p>
<p>An ability to read and interpret prospective pupils' Education, Health and Care (EHC) plans and professional reports written by various professionals, such as teachers, Educational Psychologists, specialist literacy assessors, Speech and Language Therapists, Occupational Therapists, Paediatricians, etc. (full training and ongoing support will be provided for the role).</p>	
<p>Competent IT skills appropriate to the demands of the role. Proficiency in Microsoft Office.</p>	<p>Experience of using a school Management Information System (database, e.g. SIMS); More House School uses Engage, by Double First.</p>
<p>Highly developed, proficient English language skills.</p>	
<p>Experience of working in a school's admissions office, or an understanding of the work undertaken in an admissions office.</p>	

Personal Specification

Personal Attributes

Essential	Desirable
A positive and professional approach to work, with enthusiasm and a willingness to engage constructively with challenges.	Evidence of resilience and professionalism when responding to challenges, with the ability to use appropriate initiative when faced with new situations.
Excellent interpersonal and communication skills demonstrating an understanding of, and commitment to, professionalism and teamwork.	
Attention to accuracy and professionalism in written and verbal communications.	
Motivation, enthusiasm, flexibility and a determination to deliver successful outcomes.	Understanding of own strengths and areas for development.
Excellent time-management and prioritisation skills, and ability to work under pressure and to deadlines.	
Empathy and patience, maintaining the highest standards of professionalism in the face of challenge.	
Strong, secure and personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	

Conditions of Service

Hours

8:30 am to 4:30 pm, Monday to Friday, on campus at More House School five days a week.

Attendance at School events outside these hours from time to time, as well as Founder's Day and INSET days towards the beginning or end of School holidays.

Benefits and Remuneration

- **Length of Contract:** 6 - 12 months
- **Annual salary** paid in monthly instalments;
- **Annual Leave**
- **Pension** - there is a contributory pension scheme in operation specifically for non-teaching personnel. As governed by pension legislation you are automatically opted into the scheme and once enrolled, need to complete an 'Opt Out' form not to be included. Contributions are paid by the School at the Governors discretion and directed by Government legislation. Contributions towards your own personal pension plan may be made, but again this will be at the discretion of the Governors with the forementioned restrictions. Details about the scheme can be found at <http://www.nestpensions.org.uk>;
- **Employee Assistance Programme;**
- **Cycle to Work Scheme;**
- **Free on-site parking** within the School's beautiful grounds;
- **Excellent lunchtime meals at no cost** in the School's refectory;
- **Free use of the School's fitness gym facilities;**
- **Comprehensive induction programme** offered, and ongoing professional development supported through INSET days and training opportunities.

Safeguarding

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.



The School

Nationally celebrated, More House School provides an exceptional and inclusive mainstream education for intelligent boys with Specific Learning Difficulties and weakness in their developmental language skills. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTec and A' Level, above the national averages. A majority progress to university.

The School has an 86-year history of supporting boys with additional challenge in their educational experience. Now with 510 pupils, the School has grown significantly in recent years and has the largest number on roll ever. It is recognised as being the largest SEND-specialist provision in the United Kingdom and is heavily involved in outreach work and university-led research. Three quarters of pupils have their places funded by their local authorities.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. Pupils benefit from classroom teaching which recognises that each pupil is individual in his profile of skill strengths and weaknesses, and which focuses on adaptive strategies which look beyond pupils' individual diagnoses and prioritises the support of the four core elements of language, attention, processing and working memory. All teachers are supported to develop their understanding and professional practice in this respect, both on arrival and throughout their employment, through high-quality, nationally-accredited training, designed and delivered in-house.

Class-sizes are small, with a maximum of 15 pupils, and almost all pupils receive timetabled support through the on-site Learning Development Centre (LDC) which comprises Speech and Language Therapists, Occupational Therapists and specialist Dyslexia-qualified Literacy and Numeracy Tutors.

Judged 'Outstanding' by Ofsted in its last five School inspections, our most recent inspection (March 2023) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. The School's provision for residential boarders was most-recently inspected in February 2026 and likewise graded Outstanding in every respect. More House is CReSTeD approved, listed in their Specialist Schools category, and is an active member of the Independent Schools Association and the Boarding Schools' Association.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire/Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away, Basingstoke twenty-five, and Southampton an hour.

In recent years, the School has built its School of Engineering and CAD facilities, opened a new Humanities block and School Chapel, completed our library and Media Studies centre, and grown our learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching and independent study. In December 2022, we installed a new Strength and Conditioning fitness gym for students and employees. Summer 2024 realised two new Science laboratories and refurbished facilities for Media and Photography, and in September 2025 we opened our latest new-build classrooms facility, St Matthew's. We are currently fundraising for our More Than A Pitch campaign to enable the installation of a new all-weather multi-sports playing surface, construction of a new sports pavilion and function room, and a new roadway and parking.

Teaching and support staff join the School from a variety of backgrounds. Many employees have worked at More House for a number of years, but the School has supported numerous teachers through their initial teacher training, and more through their Early Career Framework. Those already qualified may have previous experience in the state-maintained or independent sectors, and may have previous experience supporting learners with specific learning and language difficulties, or may not.

Adults with a genuine wish to develop their skills in making learning opportunities successful for neurodiverse learners thrive at More House School. The School provides a high level of support and training for all teaching and support staff, affording the development of confidence, skill and qualifications in helping pupils to overcome the potential barriers to achievement posed by their difficulties. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

The School is characterised by a continuous pursuit of excellence and improvement in all aspects of our provision, in order to realise the best possible experiences and outcomes for all pupils. All our staff are united by a shared commitment to the School's vision and mission, and by our values of Kindness, Spirit and Responsibility.



TO APPLY

Please visit our website and complete the online application form.

Interested candidates are welcome to make an appointment to visit the school for an informal visit in order to learn more about the role and setting.

[Staff Application Form](#)



Closing Date: Monday 11th May 2026

Interviews expected to be held on: Thursday 21st May 2026

The School reserves the right to interview appropriate candidates in advance of the above-named dates, and to appoint. Interested candidates are therefore strongly urged to submit their application as soon as possible.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.