

Christ Church Cathedral School

3 Brewer Street, Oxford OX1 1QW

REGISTRAR

Required for September 2024 or sooner

Competitive Salary

Hours: 9am to 5pm

Working in term-times plus up to 20 days over the school holidays

We are looking for an outstanding Registrar with excellent sales and marketing, organisational and people skills to attract new families to the School and ensure our pupil numbers remain buoyant. This is a pivotal and busy role, and the successful candidate will work closely with the Headmaster, the Bursar, the School Secretary and the School Marketing Assistant. The role requires a willingness to play an active hands-on role in a busy prep school environment.

This term-time plus 20 days role would suit a well-organised and ambitious self-starter who has a good understanding of the independent school sector and has a talent for winning new business. The successful applicant will either have worked in a similar role at another independent school or will have gained significant new business generation experience in a different but relevant sphere.

Applicants must have strong communication, literacy and selling skills, be able to prioritise and multi-task efficiently, and have solid experience of working with Microsoft Office, management information systems and social media.

Christ Church Cathedral School is an independent preparatory school for children aged 3 to 13 located in the centre of the beautiful and historic university city of Oxford.

If you would like to join our dedicated and talented team in this vital role, please contact us for an application form:

The School Office, Christ Church Cathedral School, 3 Brewer Street, Oxford OX1 1QW
Telephone 01865 242561 or email schoolsecretary@cccs.org.uk

Closing date for applications: 25 May 2024

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.