



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Registrar



# Welcome Message

Thank you for your interest in joining Queen Elizabeth's School, Gurugram. I am delighted you're exploring the possibility of becoming part of our extraordinary journey. At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best, but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact. We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual, regardless of background, is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



**Caroline Pendleton-Nash**  
CEO, Queen Elizabeth's Global Schools



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# The School

At Queen Elizabeth's School, Gurugram, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able, and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





## The Opportunity

We are seeking an exceptional Registrar to lead the enrolment operations and student records function at Queen Elizabeth's School, Gurugram. This is an exciting opportunity to establish a high-integrity, service-driven registry function within our prestigious international school.

The ideal candidate will be a detail-oriented and experienced admissions or registry professional, with a strong understanding of student lifecycle management and regulatory compliance. You will be responsible for overseeing all aspects of student registration, enrolment data, and academic records, ensuring a seamless experience for families and internal stakeholders alike.

As a key member of the school operations team, you will play a vital role in supporting enrolment growth, ensuring compliance with local regulations, and maintaining the accuracy and integrity of student data across all systems.

If you are passionate about operational excellence, committed to accuracy and service, and thrive in a fast-paced, high-performance environment, we would be delighted to hear from you.

# The Role

Job Title: **Registrar**  
Reporting to: **Admissions Manager**

## Student Registration and Compliance

- Manage the registration of all new and returning students, ensuring that all documentation complies with local regulations and school policies.
- Oversee the completion of student registrations, including new enrollments, transfers, and deregistrations.
- Act as the primary liaison for student registration and related processes, ensuring all deadlines are met.
- Ensure compliance with regulatory requirements, maintaining accurate and up-to-date records for inspections and audits.

## Records Management

- Maintain accurate, secure, and confidential student records, including admission documents, academic history, attendance, and personal details.
- Ensure all student data is accurately recorded in the school's Management Information System (MIS) and updated regularly.
- Prepare and submit student data reports to school leadership and regulatory bodies as required.

## Parent and Stakeholder Communication

- Serve as the main point of contact for parents regarding registration, transfers, and other enrolment-related inquiries.
- Provide guidance to families on required documentation, timelines, and registration processes.
- Work closely with the admissions and finance teams to ensure a seamless experience for parents throughout the registration and fee payment process.

## Support Admissions and Retention

- Collaborate with the admissions team to monitor student numbers and ensure accurate forecasting of enrolment.
- Support retention efforts by maintaining contact with current families and assisting with re-enrolment processes.
- Assist in preparing for school events such as open days, parent orientation sessions, and inspections.



### **Data Analysis and Reporting**

- Track and analyse enrolment trends, retention rates, and student demographics to inform strategic decision-making.
- Provide regular updates to the Admissions Managers and leadership team on registration figures and capacity planning.

### **Operational and Administrative Support**

- Assist in creating and maintaining class lists, timetables, and other operational documents.
- Work closely with the finance team to ensure fee payments are linked to student registrations.
- Support the implementation of any new systems or processes related to student records and registration.

# The Person

## Qualifications and Experience

- Bachelor's Degree in Business Administration, Education, or a related field.
- A minimum of 3-5 years of experience in a registrar or administrative role, preferably in a school or educational setting.
- Experience working within a British curriculum school is an advantage.
- Experience in data analysis and reporting.
- Proficiency in using Management Information Systems (e.g., iSAMS or similar) and Microsoft Office Suite.

## • Personal Qualities

- An understanding of working in a multicultural environment and promoting inclusivity.
- Flexible and calm under pressure, with the ability to manage competing priorities.



# The Package

We believe that outstanding staff deserve outstanding support. Our compensation and benefits package reflects our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

**Salary** We offer a generous, salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international school groups.

**Medical Insurance** Comprehensive medical insurance is provided for the employee and dependents (where applicable).

**Gratuity** End-of-service gratuity provided in accordance with local labour law.

**Professional Development** A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

**Discretionary End-of-Contract Bonus** A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

**Wellbeing & Staff Culture** A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





## The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

The recruitment process will include a panel interview with members of the leadership team of Queen Elizabeth's School, Gurugram.

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Queen Elizabeth's Global Schools are an equal opportunities employer and are deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.

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\*Some images within this document have been generated using Artificial Intelligence (AI).

\*Opening and operations are subject to building completion and final approval from the Government of Haryana Education Department and Cambridge International Education.