Registrar
Position Description

Job Title: Registrar
Reporting To: Principal
Performance Review Period: 6 months

Purpose of the position

The Registrar is responsible for managing and administering student applications and the admission processes, with the goal of ensuring full enrolment of the College.

The Registrar will be actively involved in the marketing and promotion of St Andrews Christian College.

The Registrar is the first point of contact for prospective parents and students, therefore the Registrar’s professionalism, efficiency and friendly manner are integral to this role.

Responsibilities

Enrolments
- Respond to all enrolment enquiries and follow up as required with prospective parents to secure applications, leading to prospective enrolments
- Ensure all enquiries are entered on the College’s database
- Administer bulk email communication, data collection, data entry in relation to the application and enrolment processes.
- Maintain and provide statistical reports regarding enrolments and vacancies for current year and subsequent years
- Maintain waiting lists
- Arrange interviews for future enrolments with the relevant Head of School or Principal
- Conduct campus tours for parents and students
- Prepare Letter of Offers and process confirmations
- Ensure that all confirmed new students receive information regarding subject choices, book lists, uniforms, medical questionnaires, etc, prior to commencement at the College.
• Processing International Student enquiries and applications and adhering to all requirements of CRICOS and PRISMS
• Processing all exiting students according to College procedures
• Develop and demonstrate a comprehensive knowledge and understanding of the College’s educational programs, approaches, history and traditions, activities and facilities
• Be a strong, positive voice of support for the College in all conversations with existing and prospective families, staff and others in the community
• Demonstrate an awareness of and commitment of the College’s philosophy, goals and approaches
• Regularly meet with and brief the Principal on enrolment issues
• Liaise and communicate effectively with relevant Head of School and teaching staff in relation to new arrivals and student withdrawals from the College

Marketing

• Co-ordinate all marketing material and promotional events for the College
• Supervise web content management
• Plan and organise in collaboration with other staff school events such as Open Days and information evenings

Other Duties

• There will be additional duties as requested by the Principal and/or the Business Manager from time to time in both areas of responsibility.

Accountability

• All matters relating to the role of Registrar will be accountable to the Principal.

Other Tasks/Responsibilities

• Attend and participate in staff devotions
• Attend out of school hours events as required.
**Key Selection Criteria**

- Passionate about Christian Education
- Ability to communicate effectively with a wide range of prospective parents, colleagues and other key stakeholders
- Proficient in the full Microsoft Office suite (Professional)
- Excellent computer skills
- Typing skills: 80 wpm
- Expertise in working with student databases essential e.g. SAS & PRISMS (Government International Student Database)
- Excellent problem solving skills
- Specific understanding of marketing within a school context
- Qualifications and/or experience in a similar role
- Ability to prioritise work schedule and meet agreed deadlines
- Knowledge and understanding of Government regulations relating to international students and enrolment processes
- Satisfactory Working With Children and National Police Records check

**Personal Characteristics**

- Adherence to and acceptance of the College’s Statement of Faith and Mission purpose
- Able to model Christ in all aspects of work and in relationships within the College community
- Professional presentation
- Excellent written and verbal communication skills
- Ability to work independently and as an effective team member
- Readily adjusts to changes in the work environment
- Attention to detail
- Reliable and able to maintain confidentiality and monitor level of disclosure on sensitive matters.

**Employment Conditions**

- Full time role, working school term time plus additional time as required
- Hours of work to be mutually determined
- Salary would be commensurate with skills and experience

February 2016