



## Position Description

<b>Title</b>	Registrar	<b>Reporting</b>	Business Manager
<b>Type</b>	Permanent Full-Time	<b>Review</b>	May 2026

*Bayside Christian College is committed to child safety in every aspect of the College. Our College fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns. The College has zero tolerance of any abuse or maltreatment of children. It is a requirement that all personnel working for the College adhere to and demonstrate they are familiar with the contents of the College's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and all associated policies available at [www.baysidecc.vic.edu.au](http://www.baysidecc.vic.edu.au)*

### Introduction

Bayside Christian College is a welcoming and thriving, co-educational Kindergarten to Year 12 Christian school community set amongst the backdrop of beautiful natural flora. Established in 1982 by an Association of Christian parents, our school partners with parents to equip their children for effective, God-glorifying lives as Christians in the world.

It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church.

### Purpose of the Role

The person in this role will journey with families through the student enrolment process from initial enquiry through to confirmation of enrolment and transition into the life of the College. The ideal candidate will bring the highest standard of customer service, ensuring that prospective families feel welcomed and valued - giving them an outstanding first experience of the College. The Registrar will represent the warm and relational culture at Bayside and inspire lasting positive first impressions of the College in prospective families.

### Position Overview

The Registrar is responsible for implementing the College's enrolment policies and accountable for the day-to-day management of student enquiries and enrolments. This includes coordinating with the Finance Manager to ensure fees are properly communicated, and the ICT Manager to ensure relevant IT equipment and access is organised for incoming students.

The Registrar also provides input in relation to marketing and promotion of the College. The Registrar plays a leading role, along with our Marketing team, in organising and hosting events for prospective families, such as Open Days, School Tours, etc. The Registrar builds ongoing relationships within the school community by attending and assisting at orientation events. Given the nature of the role, it is expected the Registrar will attend some events outside regular school hours.

As a member of the Administration Team, the Registrar is accountable to the Business Manager, but also reports to the Principal in respect to enrolments and student matters. The Registrar may from time-to-time support general administration functions of the Administration Team

## Responsibilities

The Registrar role will involve the following specific activities and responsibilities:

### Enrolment

- Manage the end-to-end enrolment process in the College enrolment management platform
- Manage and follow up all College enrolment enquiries including in the Early Learning Centre
- Collate and distribute digital and physical enrolment packs to prospective and enquiring families
- Conduct and facilitate tours of the College campus with prospective families
- Schedule enrolment interviews with families, the College Principal, Heads of School and Business Manager (where applicable)
- In accordance with College policies and procedures, process offers of enrolment, following up with families where necessary to ensure documentation is returned
- Coordinate with the Marketing team in relation to the development, production and updating of information and promotional materials relevant to enrolment.

### Orientation & Open Events

- Assist the School Leadership Team and Marketing Team with school open events planning and communication
- Invite all open family enrolment enquiries to attend upcoming open events
- Organise relevant information and take responsibility for the provision of enrolment information at Open Day and other enrolment and/or orientation events
- Maintain contact with accepted future families through various means prior to commencement of students at the College
- Manage orientation communication with parents
- Liaise with teaching staff in relation to incoming students, including Education Support
- Attend and participate in planning and administration for the annual New Parents' Dinner, such as by collating attendee lists and distributing invitations to guests
- Support Heads of School with preparation for, and attend, orientation events.

### Student Numbers

- In liaison with College leadership, manage enrolments in relation to availability of places and class sizes
- Maintain accurate and up to date records of student numbers for College leadership
- Manage wait lists, enrolment trends and predictions
- Ensure that Christian ratio requirements as set by the College Board are maintained in each year level, sub-school and the College as a whole (where applicable)
- Collect and collate exit and entry data for timely reporting to the College Board.

### Documentation & Database Management

- Ensure accurate data entry for new students in the College Student Management System/s, as well as timely updating of ongoing student records
- Manage and administer all relevant documentation and database entries for incoming and exiting students
- Ensure high levels of data accuracy for internal and external reporting purposes
- Follow and action student and family entry and exit processes, ensuring that all relevant College departments are aware of student movements before they occur
- Manage all documentation and enquiries relating to students transferring to other schools, including requests from other schools for student information
- Manage and archive student records / family file management (physical files).
- Ensure Court orders are valid and accurately reflected in student records.
- Follow and action student and family entry and exit processes, ensuring that all relevant College departments are aware of student movements before they occur.
- Manage student exemption applications through the Dept. of Education.
- Maintain College database for Victorian Student Register (VSR)

### General Administration

- Support general reception and office functions, including answering and directing incoming telephone calls during peak and relief periods
- Assist with student first aid requirements during peak and relief periods
- Provide lunch cover for the Receptionist as required
- Supporting other administration staff as required

## Specifications

### Experience & Personal

- Friendly and personable; enjoys meeting and welcoming people
- Exceptional interpersonal skills, with a helpful demeanour and desire to serve as part of a team
- Outstanding written and verbal communication skills
- Good organisational ability, capacity to multitask and excellent attention to detail
- A high level of computer literacy skills, particularly the MS Office suite (especially Word & Excel), Google suite (including Gmail), and Student Management Software
- A high standard of personal presentation and integrity
- Displays initiative, flexibility, common sense and problem-solving ability
- Good time management skills with the ability to set priorities, meet deadlines, work efficiently, and capacity to perform under pressure
- A commitment to maintain utmost confidentiality and a strong awareness of relevant privacy requirements, particularly in relation to working with children and families
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must hold a WWCC (employee) and current First Aid Certificate (preferred)

### Work-Related Requirements

As the position frequently interacts with students and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions on a scheduled basis
- Leading and participating in Bible study devotions
- Leading and participating in corporate prayer and worship with staff and the school community
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside's Christian worldview perspective.

*This Position Description may change at the discretion of the Business Manager and is subject to an annual review.*