

Position Description

<i>Position:</i>	Registrar
<i>Reporting to:</i>	Community Development Officer
<i>Type of Position:</i>	Permanent (a 6-month probationary period applies)
<i>Position Hours:</i>	Part-time (approx. 0.8 FTE) negotiable
<i>Review Date:</i>	March 2020

Summary:

Bayside Christian College is a co-educational, ELC to Year 12 Christian College. Reporting to the Community Development Officer, the Registrar is responsible for conducting the student enrolment process from initial enquiry through to confirmation of enrolment and transition into the College. The position has a role in assisting at College events and in promotion of the College, as well as the building of ongoing relationships within the school community.

The Registrar's primary role is to undertake all tasks related to the enrolment of students in the College, serving in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description. The Registrar should understand the direction of the College (as articulated by the Board) and serve within the authority of their office to assist in the realisation of this direction. The Registrar will work closely with the Community Development Officer, assisting and complementing them in their role.

Key Objectives:

1. To efficiently and professionally conduct the College enrolment process with new families;
2. To assist the Community Development Officer in running community events and promoting the College in the community; and
3. To contribute to the efficient operation of the College as an integral part of the Support Services Team.

Position Details:

Enrolment

- Manage all enrolment enquiries.
- Send out information packs.
- Conduct school tours.

- Schedule enrolment interviews.
- Ensure accurate data entry for new students.
- Maintain contact with accepted future families through various means.
- Organise relevant information and be in charge of the enrolment information area at Open Days.
- Coordinate with the Community Development Officer the production of information relevant to enrolment.

Orientation

- Manage orientation communication with parents.
- Distribute, collate and enter all pre-commencement data for new students.
- Facilitate kinder visits in conjunction with the ELC Director.
- Liaise with Heads of School and teaching staff in relation to incoming students, including Education Support.
- Attend and participate in the New Parents' Dinner (annually)

Student numbers

- Manage enrolments in relation to class sizes in liaison with College Leadership and Education Support Coordinator/s
- Manage wait lists, enrolment trends & predictions
- Ensure the Christian ratio requirements are maintained in each Year level, section, and the College as a whole.

Documentation & database management

- Manage and administer all relevant documentation and database entries for incoming and exiting students.
- Manage all documentation and enquiries relating to students transferring to other schools, including requests from other schools for student information.
- Manage student records.
- Archive student records.
- Family file management (physical files).

Compliance and Data

- Keep up to date with Government requirements regarding visas, enrolment legal requirements, temporary residents etc. including data reporting.
- Ensure high levels of data accuracy for internal and external reporting purposes.
- Collect and collate exit and entry data
- Facilitate Association membership applications

Marketing and Promotion

- Facilitating and promoting College events
- Administrating and contributing to social media streams
- Facilitating marketing and promotional events
- Outwork the College Communication Plan in conjunction with the Community Development Officer.
- Contribute to the development of relevant strategy in conjunction with the Community Development Officer.
- Contributing to updates and development of promotional material
- Collating and distributing digital and physical enrolment packs

Working in a Team

- Support general reception and office functions where appropriate
- Coordination of before and after school bus program
- Liaise with uniform shop manager as required
- Assist with first aid as required

Personal Growth

- Participate in the Support Services Team s Staff Development & Appraisal program.
- Nurture all aspects of personal well-being.
- Demonstrate excellent interpersonal and communication skills.
- Demonstrate resilience, flexibility and the ability to self-reflect in the course of their duties.

Personal Attributes

The Registrar must:

- be friendly and welcoming
- be efficient and organised, with a high level of attention to detail
- have highly developed interpersonal and communication skills
- demonstrate initiative, flexibility and common sense
- work well under pressure with a clear capacity to prioritise tasks
- respect confidentiality and privacy
- be committed to developing a detailed understanding of the Bayside Christian College community, including its people, mission, core purposes, values and strategic plan
- possess high level computer literacy skills, particularly the MS Office suite (especially Word and Excel), Google apps, Gmail, Student Management Software.

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of College's Child Protection Policy and Child Safety Code of Conduct.

This Job Description may change at the discretion of the Principal and is subject to annual review.