

JOB DESCRIPTION for COLLEGE REGISTRAR

Job Title:	College Registrar
Classification:	Lutheran Support Officer Administration and Finance Stream
Salary:	Grade 5 Level 1 Lutheran Schools NT collective Agreement 2018 or its replacement
Department:	Business Operations
Reporting To:	Director of Business, Principal
Staff Reporting:	0
Contract Period:	21 March 2022 - 23 September 2022
Hours per week:	38 hours per week

Please note that you are to seek approval to take any time off to attend private matters during normal business hours

MISSION STATEMENT

With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.

CULTURE

The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious.

JOB DESCRIPTION

1. Overview

The College Registrar is responsible for the administration of student applications, and the admission process, with the goal of ensuring full enrolment of the College.

To meet this objective the Registrar will work to maintain accurate and up to date records of enrolment enquiries, applications and confirmations, as well as details of waiting lists, both for the present and future years.

The Registrar is the first point of contact for prospective parents and students with the College. Therefore, the Registrar's professional, efficient and friendly manner, along with timely communication, are important in re-affirming the parents' and students' choice of college as their preferred educational provider.

Personal Requirements

The incumbent will:

- Demonstrate a strong commitment to the Christian ethos of the College
- Set a good example of Christian living in interaction with students, staff, parents, and the wider community
- Ensure all Registrar duties are completed in an effective manner
- Work cooperatively with other staff within the College
- Demonstrate high levels of courtesy and politeness to parents, staff and students
- Maintain high levels of professional conduct when working with members of both the College community and the wider community
- Act with confidentiality always
- Operate effectively in a team environment
- Possess a systematic approach to work
- Hold a current Working with Children Clearance (Ochre Card) and Criminal History Check

Skills and Abilities

Demonstrate:

- Effective leadership of the Registration Office to ensure a smooth and efficient enrolment process
- A high level of organisational skills
- A high level of initiative
- Effective communication skills in relating to both adults and children
- An ability to adapt to a dynamic and changing working environment
- A sound working knowledge of MS Office suite
- An ability to develop and implement new systems and procedures
- Experience in MAZE data base, preferable but not essential

2. Reporting/ Working Relationships

The incumbent reports directly to the Office Manager with key working relationships including:

- Administration Staff
- Director of Business
- Heads of School
- Director of Development
- Learning Enrichment Coordinator
- Principal

3. Special Conditions

- A Working with Children Clearance is required (Ochre card).
 - A current police check which is less than 6 months old.
 - COVID-19 Vaccination Certificate
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EMPLOYEE SPECIFICATION

Educational and Vocational Qualifications

- Experience in a similar role in a school or other environment is desired.
- Industry specific qualifications related to the Colleges Administration is desired.

Experience and Knowledge

- Demonstrated ability to work independently and take initiative.
- Demonstrated experience within a Registrars role.

KEY OUTCOMES

Key Performance Indicators

General

- Ability to carry out responsibilities outlined in the job description expediently within agreed timeframes & accurately reported
- Carry out a wide range of secretarial and clerical duties
- Respond to enquiries in a timely manner
- Enrolment Information distributed to college community as required
- Maintain a logical and ordered computer filing system
- Contribute to the development of a work environment and culture based on respect, professionalism, upholding the values of the College with a strong focus on service delivery and high performance.

Manage Enrolment Process

- Provide enrolment numbers for Board reports monthly or as requested
- Prepare enrolment and attendance census returns for NT Department of Education
- Prepare the data for the Federal Attendance Returns and other Census returns as required
- Respond to all enrolment enquires in a timely fashion
- Coordinate interviews for enrolments as positions become available
- Support new families through the enrolment process.
- Confirm enrolments with a letter of offer
- Follow up all paperwork and payments regarding enrolment
- Maintain accurate waiting lists for all year levels
- Consult relevant staff in relation to any student whose application states extra needs or learning support
- Manage SEQTA access for families
- Ensure students in ELC are transferred to Transition and new ELC placements are offered in line with vacancies as they arise.

MAZE Data Base

- Prepare for end of year student rollover in MAZE data base
- New students/families entered into MAZE data base
- Update student/family records in the MAZE data base
- Allocate new students to College Houses
- Allocate new students to roll group in collaboration with appropriate Head of School
- Manage and update family details as required including providing correct forms for families to communicate communication and billing changes to the College.
- Communicate with finance to ensure enrolment forms and MAZE are updated in order for billing changes to be actioned.

Exiting Students

- Notify Sub Schools and other key areas of exiting students.
- Maintain accurate and complete records of reasons for students exiting from college.
- Update Databases and programs including MAZE, and SEQTA for exiting students

Marketing and Promotions

- Attend enrolment information evenings and Principal's Tours as required
- Future students/families are kept informed of upcoming Information evenings
- Conduct College tours as necessary
- Prospectuses available for potential enrolments
- Promote College website, College app and Facebook page to future families
- Assist at College displays as required i.e., Darwin Show, Fred's Pass Show

Orientation

- Provide sub schools with new student details for Orientation Days
- Distribute information regarding
- Orientation Events to new families in collaboration with Director of Development

File and Data Management

- Maintain a logical and ordered computer filing system on both the administration and NT Schools servers
- Create student files
- Create family files

Work, Health & Safety and Environment

Good Shepherd Lutheran College has a documented work Health and Safety Policy together with relevant procedures and other documentations. You are required to always comply with the Policy and Procedures and their contents. Your WHS obligations include:

- Cooperating with the College in ensuring your safety and the safety of others
- Following all policies and directions designed to ensure a safe environment
- Reporting any hazard, you identify through the College's reporting processes
- Reporting any injury sustained through the College's reporting process within 24 hours
- Following emergency evacuation procedures as required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant

Child Safety

As Good Shepherd Lutheran College has a commitment to child safety, Non-Teaching Staff will be responsible for understanding and applying the College's child safety policies and procedures, including:

- complying with the College's Child Protection Code of Conduct and staff-student professional boundaries
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to the Head of School or Office Manager
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures

Additional Information

- Targeted training will be provided as appropriate.
- Good Shepherd is an equal opportunity employer and promotes a safe and healthy harassment free workplace.
- Staff are bound by strict confidentiality requirements and must sign a confidentiality agreement upon commencement of employment.