



POSITION DETAILS

Position Title:	Registrar
Department:	Support Staff
Date:	05 November 2019
Reports to:	Business Manager
Commencement Level:	Level 5 – School Administrative Service

Primary Purpose

The primary function of the Registrar is to communicate with and promote Dubbo Christian School to the wider community by developing and implementing a range of student recruitment and retention strategies that maximise and maintain enrolments in all areas of the School. The Registrar is also responsible for the coordination of the enrolments process for the school, including enrolment administration, enquiry management and involvement in marketing initiatives.

Essential Criteria

- Demonstrated capacity to work in a team environment in a Christian school context.
- Proven ability to work under broad direction, organise and monitor own workload, prioritise, undertake necessary follow-up and meet objectives whilst maintaining professionalism, effectiveness and accuracy
- A high standard of personal presentation and integrity;
- A high level of interpersonal and communication skills, both written and verbal.
- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism.

Desirable Criteria

- Demonstrated proficiency and competence in Microsoft Office applications, in particular word processing, spreadsheets and use of database applications.
- Experience in event planning and coordination.
- A basic knowledge of Workplace Health and Safety and Risk Assessment procedures.

Personal Attributes

- Openly affirm and practice the Christian faith.
- Demonstrate a Christian approach when dealing with others.
- Commitment to the school's Vision, Mission and Christian perspective.
- Integrity, loyalty, honesty, empathy and assertiveness (pleasantly).
- Willingness to contribute to the broader life of the school.
- Initiative and self-motivation skills.
- Analytical and problem-solving skills to resolve routine issues;
- Ability to be discrete with confidential or sensitive information.
- Ability to remain calm and courteous in stressful situations.

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the Business Manager on a day to day basis.

Management of Enrolment Functions

- Manage and administer the School enrolment process including the provision of information, interviews, data entry, mail-outs and confirmation of enrolment, archival processes;
- Lead, evaluate and implement a process of continuous improvement in relation to all aspects of the enrolment process;
- Answer and respond to all queries by email, phone and in person relating to enrolment enquiries in a timely and effective manner;
- Develop and maintain a positive relationship with parents of prospective students;
- Manage and maintain accurate paper and electronic records in the school's information systems;
- Maintain and report upon relevant statistical information in relation to incoming and exiting students;
- Provide communication to Academic staff as required on the entry of students;
- Ensure that all confirmed new students receive information regarding subject choices, uniforms, medical questionnaires, etc prior to commencement at the School.

Tours, Publications and Orientation Events

- Organise and conduct all aspects of school tours, ensuring a welcoming and informative experience for all participants;
- Manage all aspects of the School's Open Day and liaise with all involved to ensure a successful day;
- Coordinate the orientation program for pre-start families and students;
- Support the Community Relations Officer in the production of all newsletters, handbooks and other print publications to ensure a consistent branding is maintained;
- Oversee the production of orientation information for new students and their families in the lead up to them beginning their enrolment.

Media, Marketing and Promotions

As required, support the Community Relations officer to:

- Coordinate all promotional signage;
- Liaise with graphic artists to produce promotional material in print and electronic form, eg Prospectus, brochures, Open Day flyer, to increase understanding of the educational programs and products on offer;
- Maintain the school website;
- Maintain a social media presence for the school, including Facebook and other relevant platforms;
- Maintain the function and content of the school smartphone App;
- Maintain an annual marketing plan to ensure best outcomes;
- Liaise with graphic artist to prepare and place enrolment and marketing advertisements for the school;
- Coordinate and retain a photographic/electronic record of the school and related events to aid promotion of the school;
- Assist with representation and photography/video coverage of events.

Other

- Carry out other duties as directed by the Principal and/or the Business Manager from time to time.

POSITION DESCRIPTION

Hours of Duty

This is a permanent part-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23