



Registrar

Position title	Registrar
Department	Corporate Services
Position reports to	Director of Corporate Services
Direct reports to position	Nil
FTE	1.0
Classification	Level 4 – 5 Southern Cross EBA

Purpose of the Role

The Registrar supports the School in the formulation, implementation and monitoring of its enrolment services to the School and the wider community. The Registrar is responsible for the complete range of student enrolment-related activities and acts as a steward to prospective, current families and alumni families.

The role requires a professional, efficient and friendly manner, and well-planned and timely communication are essential in influencing impressions about the School.

The position supports the Principal to design and deliver the enrolment and admissions strategies of the School to grow and maintain enrolments.

Key Aspects of the Role

Duties of the Registrar include, but are not limited to:

Student Registration

- Develop and maintain an active and continuing interaction with prospective families and registered future enrolments to assist them with the process of enrolment into the School and making this process a positive experience for them.
- Accept all enrolment applications ensuring the required information is received with the application and payment processed correctly on a weekly basis.
- Organise student interviews with the Principal .
- Pro actively fill enrolment vacancies
- Liaise with the Head of Primary School office to ensure consistency of approach and procedures for Primary School enrolments
- Process and record all departures in a timely manner
- Record bookings into school tours recording potential student details and parent contact details.



Customer Relationship Management database

- Maintain the integrity, accuracy and consistency of data in the School's Customer Relationship Management (CRM) database
- Facilitate changes to enrolment status
- Collect specific data, as required, to quantify effectiveness of promotion and advertising initiatives
- Create dashboards for Executive and Board reports.

Compliance

- Ensure student records are maintained to enable accurate and timely reporting
- Ensure all student documentation is filed in a timely manner
- Comply with all relevant legislation and school policies.

Scholarships

- Advertise scholarships as required
- Organise and conduct scholarship and bursary testing
- Record scholarship results and actions
- Liaise with external providers as required.

Alumni

- Support the Principal in the delivery of strategic, friendly and engaging events and communications for former students to build and develop lifelong relationships with this community in support of the School and its future plans
- Manage the Alumni database
- Assist with event management for Alumni
- Work with the Head of Marketing and Communications to build and maintain new communities via social media.

Key Capabilities

- Confident in working autonomously and in a team setting to produce quality outcomes for students
- Clear sense of personal accountability and initiative
- Effective time management skills and the ability to prioritise workload efficiently
- Effective management and administration skills with demonstrated ability to maintain accurate data and records
- High level written and interpersonal skills, with the ability to engage and develop positive relationships with families
- Genuine interest in the School, students and families in the School Community



- Willingness to undertake other duties as reasonably required by the Principal or Director of Corporate Services.

Key Contacts

- Principal and the Executive Team
- Staff and wider Community.
- External agencies and service providers

Health and Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe.

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures
- participate Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

All staff are required to:

- provide students with a child safe environment
- proactively monitor and support student wellbeing
- have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- undertake training to maintain compliance with all child safety legislation, standards and regulations.

Conditions of Employment

- Southern Cross Grammar is an equal opportunity employer
- Current Working with Children Check.
- Appropriate qualifications and/or experience, such as a certificate or Diploma (or higher) and experience.
- Current level 2 First Aid, CPR, Asthma and Anaphylaxis Certificates, or willingness to undertake.
- Salary packaging benefits, professional learning opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.