

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ **Position Description – Central Enrolments Registrar** ~

Title **Central Enrolments Registrar**

Appointed by **The Executive Principal**

Responsible to **The Business Manager**

RESPONSIBILITIES AND DUTIES

Overview

The Central Enrolments Registrar is responsible for managing the student enrolment database across the whole school.

The Central Enrolments Registrar is expected to be experienced in a wide range of administrative and secretarial tasks, possess excellent people and communication skills, high level of attention to detail, have a high level of computer literacy, word and excel processing skills, be able to maintain confidentiality, be able to work well in a team and to ensure a professional and friendly welcome is given to all.

The Central Enrolments Registrar will carry out their duties in collaboration with campus Principals and Enrolment Coordinators. The level of individual responsibility carried for specific tasks will vary depending on the skills of members of the team existing at any given time.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- d. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of School activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the School requires in its campuses.
 - v. Are aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and the Principal.
 - vi. Participate in Performance Management processes to ensure that you continue to develop your skills.

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- vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of the School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

SPECIFIC DUTIES

Enrolments

- Receive enrolment applications ensuring all are in order;
- Enter records of all new students and other relevant enrolment information onto established worksheets and the TASS database and maintain these records on a timely basis, including attending to end of year procedures;
- Maintain numbers/ratios and update on enrolments spreadsheet;
- Liaise with all levels of management regarding new enrolments;
- Oversee and maintain student movements across all campuses;
- Periodically supply management with updated enrolment figures and trends and other feedback as required;
- Ensure that the established enrolment policies and procedures of the School are followed, and contribute to review of the same as appropriate;
- In collaboration with enrolment coordinators, oversee the review and development of appropriate forms to be used for enrolments;
- Keep abreast with Government requirements regarding legal enrolment requirements, visas, temporary residents and other necessary information relating to the application, enrolment and acceptance process (ie. Birth Certificates, Immunisation Forms, Date of Birth at entry, etc.);
- Maintain records of all current parent and student records across all campuses;
- Provide direction and oversight to other staff involved with the enrolment register;
- Maintain Visa Grant Notice register for all campuses.
- Maintain Court Order register and student database for all campuses. Provide advice to Principals, Welfare Staff and general staff regarding Orders and Communication Rules as required.
- In collaboration with Enrolment Coordinators and Leadership, conduct regular health checks on the enrolments process.

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Administrative

- Assist with administrative support to management as required;
- Answer telephone calls in a timely, professional and friendly manner and responding as appropriate;
- Attend to parent, student and staff queries and requests as required;
- Provide backup assistance to office staff as required;

Other Duties

- Involvement in Emergency Management processes;
- Attendance at meetings as required;
- Attendance at occasional events after hours if required;
- Together with all staff, foster healthy school/family and school/community relationships;

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Level of Executive Leadership Team satisfaction;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Required skills, experience and capacity

- Well-developed interpersonal and communication skills;
- The ability to work both individually and in a team environment;
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model;

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- Display a high level of integrity and trust;
- Ability to role model the school's values;
- Ability to identify and minimise risks to child safety;
- A highly competent administrator, proficient with applications in the Microsoft suite;
- Able to show initiative in building culture and community consistent with the school's vision;
- Ability to empathise with all members of the School community including staff, parents and students;
- Ability to work under pressure and deal with a number of tasks at one time;
- Able to demonstrate strong interpersonal skills and the capacity to develop and sustain strong working relationships with people in diverse roles across the school;
- Understanding the need to maintain discretion and confidentiality with sensitive information;
- Current Driver's License
- Be able to provide a satisfactory Police Check and Working with Children Check