



Foundation Christian College

Jesus Christ - Our Sure Foundation

Position of Registrar

This role is an important part of Foundation Christian College and as the Registrar, is the “face” of the College to existing member families and new families, as well as the wider Community. Sound public relations and positive liaison is required to promote a professional image of the College at all times. This role is part of the overall team at Foundation Christian College, where all tasks are to be completed in a prayerful, proactive and positive manner.

The Registrar is primarily responsible to the Business Manager and is to provide support in the areas of reception, administration and be available to assist the Principal where necessary.

Areas of Responsibility

The Registrar is responsible for providing exceptional service to Families and Students, which involves:

- Overseeing the enrolments process from enquiry stage through to successful enrolment.
- Responding to enrolment enquires, arranging interviews and showing around the facilities.
- Maintaining and protecting families confidential information.
- Coordinating student withdrawals in accordance with the Department of Education requirements and coordinating student transfer notes.
- Assisting with student welfare, parent liaison and first aid attendance.
- Assisting with processing student attendance on MAZE when necessary.

The role of Registrar requires diligence, accuracy and efficient service to the College and some external agencies, in the area of Records and Reporting. This involves:

- Ensuring all family, students and enrolment data is up to date at all times.
- Creating, maintaining and case managing family files where appropriate, through to withdrawal and archiving.
- Maintaining student learning, medical and disability information as directed by Head of Teaching and Learning.
- Maintaining student records and processing student reports.
- Submitting the monthly membership report and enrolment projections to the Principal and Business Manager.
- Submitting reports to external agencies, including Government Departments and Auditors
- Compiling reports and data for State and Commonwealth Census for Schools.
- Providing reports and information to the Executive Team regarding enrolments processes.
- Maintaining accurate, secure, confidential files to protect families and the College.

The Registrar is expected to understand the importance of working as part of a team, which involves:

- Assisting with the smooth running of Front Reception in the Administration Office.
- Providing relevant and timely information to the Marketing Officer regarding enquiries.
- Supporting College staff accessing MAZE student information and reports.

Required Competencies, Knowledge and Skills

- Previous experience in the role of Registrar in an educational institution.
- Advanced customer service, interpersonal and communication skills.
- Working knowledge of visa requirements as they apply to the College and study rights within Australia, to comply with Department of Immigration legislation.
- Proficiency in relevant IT applications including the Microsoft Office suite, particularly Excel, Outlook and Word.
- Understanding of adherence to College policies and procedures.
- Ability to problem-solve and be proactive in the workplace.
- Ability to work independently and manage time effectively.
- Ability to work as part of a team.
- Demonstrate abilities of reliability, tact, confidentiality and discretion.
- Demonstrate initiative and flexibility in carrying out the duties of the position.
- Current First Aid, Working With Children Check.

Desirable and Highly Regarded

- Knowledge and understanding of the relevance of Christian education.
- Working knowledge of MAZE or similar school software programme.
- Working knowledge SEQTA and Accelerus.
- Commitment to professional development where appropriate.