



**FRASER COAST**  
ANGLICAN COLLEGE

# Role Statement

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<b>ROLE TITLE:</b>	<b>Registrar</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Principal
<b>RESPONSIBLE TO:</b>	Principal
<b>AWARD</b>	The Anglican Schools Enterprise Bargaining Agreement 2018
<b>LEVEL:</b>	Level 4
<b>DATE PREPARED:</b>	April 2018
<b>DATE REVISED:</b>	

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## ORGANISATIONAL ENVIRONMENT

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

### Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

## ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

**Note** that staff are required to familiarise themselves with the College Child Protection Policy.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information obtained by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly causing harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

## **PRIMARY ROLE PURPOSE**

The Registrar is responsible for introducing the College to the wider parent community. The day to day role involves responding and guiding new and future families through the process for enrolment.

The primary roles are to:

- Manage the enrolment processes for all new students.
- Maintain the data entry and data analysis of the Community module in TASS.
- Implement the College and Government policy in relation to the enrolment of students, both resident and full fee paying students.
- Ensure that the enrolment and associated strategies and practices reflect and implement the Mission, Vision, Purpose, Aims and Goals of the College and the Ethos Statement for Anglican Schools in Queensland.
- Focus on researching and reporting on enrolment, exit and demographic data and trends to assist a strategic response to marketing and building enrolment numbers.
- Develop, record and maintain alumni contacts and details.
- Develop effective and modern communication methods with alumni.
- Assist in providing opportunities for alumni to reconnect with the College.

## **RELATIONSHIPS AND AUTHORITY**

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from the Business Manager or Principal.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the relevant College policies and procedures.

The position is responsible to the Business Manager for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

The Registrar may be required to provide instructions to staff, volunteers and/or students in their area of knowledge.

## **RESOURCES AND BUDGET (if applicable)**

- Budgets as delegated by the Business Manager.

## **KEY SELECTION CRITERIA**

- Marketing or PR qualifications and/or similar role within an independent school environment is highly desirable.
- Excellent interpersonal skills, including a friendly demeanour, with demonstrable ability to relate to people at all levels.
- Proficiency in the use of a range of commercial software, in particular, MS Office Suite. Experience with TASS or other school database systems would be advantageous.
- Ability to quickly adapt and work with school specific language and software.
- Ability to produce high quality work under pressure and at times with short notice and to meet deadlines.
- A high level of initiative and ability to take responsibility for assigned tasks.
- Well-developed analytical skills, attention to detail as well as excellent oral and written communication skills.
- Demonstrable time management and organisational skills.
- A commitment to the ethos of the College and to the academic and pastoral mission.
- Ability to analyse data including demographic data to compile comprehensive reports including graphs.
- Ability to demonstrate professionalism and discretion in relation to confidential College matters at all times.
- Ability to develop productive and positive relationships with all stakeholders.
- Demonstrated ability to work both autonomously and as part of a team.
- Possession of or the ability to acquire a current Paid Blue Card issued by the QLD Government.
- Drivers licence.

## **KEY ACCOUNTABILITIES**

- Maintain an accurate register of names, addresses and relevant details for all students, including those enrolled to attend in the future, as well as alumni.
- Act as a point of contact for incoming enquiries regarding enrolments and the processing of enrolments, including providing College tours.
- Respond to enquiries relevant to College procedures relating to enrolment and withdrawal, outline of curriculum, scholarship and change to enrolment years etc.
- Assist in the co-ordination of both admission and withdrawal procedures.
- Facilitate enrolment of Full Fee Paying Overseas Students (FFPOS) in collaboration with the Director of International.
- Manage all communication and documentation in and out of the Registrar's office.
- Implement School policy in relation to the enrolment of students.
- Participate in Open Days, Conferences, Expos, Principal Tours and other events aimed at growing enrolments and/or marketing the College.
- Organise Orientation Programs for student and parents.
- Process applications for the annual scholarship examinations, in liaison with the Principal's office.
- Advise appropriate staff of students with special needs prior to final enrolment interview.
- Arrange interviews for new students with the relevant Head of School or Director of Early Learning Centre.
- Confirm initial courses for study, in consultation with the relevant Head of School.
- Ensure that all enrolment material is current and compliant with relevant College and ASC policies and Government requirements.
- Ensure that all enrolments abide by College enrolment procedures.
- Assist the Business Manager with Non State Schools Census and Commonwealth Census and any certification relating to Government funding.
- Play a key role in marketing strategies for the College.
- Maintain records and communications with College alumni.
- Provide enrolment reports and analysis for the Principal and College Council.

### **Other**

- Other duties as directed by the Principal.