

REGISTRAR

POSITION DESCRIPTION



Reporting to:	Business Manager
Status:	Ongoing
Tenure:	Full time (5 weeks' annual paid leave)
Salary:	Category 5

Position Context

Hume Anglican Grammar is a co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Currently, Hume has a student enrolment of 1,120 and a staff compliment of 110, 35 of whom are General Staff. This will grow over the next three years to reach 1,230 students with a corresponding cohort of staff.

In 2019, the School will open its second campus on an 8 hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley Campus.

Purpose of the Position

The Registrar has responsibility for the enrolment procedures of the School and achieving the enrolment targets set by the Principal.

The Registrar will develop and implement student recruitment and retention strategies that maximise and maintain enrolments in all areas of the School. They promote the School to the wider community and assist families in helping them decide that Hume Anglican Grammar is their school of choice.

The Registrar will build positive relationships within the School community. The Registrar will participate in School events and support projects undertaken by Marketing.

The Registrar supports and models the School's values and Christian ethos when dealing with stakeholders. They serve as outstanding ambassadors of the School, willingly promote its policies and exemplify its standards.

The Registrar is part of the General Staff and works proactively and collaboratively in a team environment to support and enrich their collective responsibilities.

The Registrar has one direct report, being the Enrolment and Information Officer, works in close partnership with the Senior Leadership Team, Director of Community Development and Marketing and Communications Officer and reports to the Business Manager.

Nature of the Position

This position requires the Registrar to work outside the regular School hours to attend meetings, events and functions or to complete projects. On occasions, they will be required to attend meetings or events afterhours, on weekends and during public holidays.

Responsibilities and Duties

Subject to the discretion of the Principal, the Registrar is responsible for:

Student Enrolments

- All facets of student admission processes
- Maintaining and enhancing enrolment procedures through the development and implementation of strategies to cultivate new student enquiries and by providing an efficient, informative and client responsive service to prospective families
- In collaboration with the Senior Leadership Team, developing and maintaining an innovative and current enrolment strategy for local and international students
- Liaising with the Business Manager regarding full-fee paying overseas student enrolments
- Scheduling interviews with prospective students and families, ensuring the school can meet the individual's needs, whilst also assessing the prospective student's suitability

Analysis and Reporting

- Providing statistical information to school management and governance as required
- Providing future enrolment projections and up-to-date forecast figures
- Providing a detailed and comprehensive analysis of student movement data, including reasons for withdrawals, demographics, factors affecting enrolments, trend and projections across the School, etc.
- Providing data and recommendations to school leadership of enrolments statistics to assist with strategic planning
- Analysing and reporting statistical data regarding the student journey from enquiry to recruitment to retention
- Coordinating with the Enrolment and Information Officer the preparation of statistical data and information to government departments (State and Federal Census; DEEWR; SFOE; CRICOS registration; DIAC) and assist with audit visits arising from the submission of data to government agencies

Scholarships

- Coordinating the scholarship program including liaison with the testing authority, marketing, managing the testing process, presenting reports and communicating with scholarship applicants
- Working in collaboration with the Enrolment and Information Officer to maintain the student administration system (Synergetic database)

School Promotion

- Managing all facets of Discovery Tours
- Conducting informal family tours, or arranging in the Registrar's absence
- Assisting in the coordination of and representation at special promotional events such as Open Day, VIP visits, significant ceremonies, family welcome and orientation events
- Assisting with parent engagement events including welcome evenings, information sessions and other celebrations as required

Community Relations

- Collaborating with, and providing guidance where necessary to the Director of Community Development in their mission to:
 - ensure a welcoming environment for prospective parents including liaising with staff and students to achieve a whole of School approach to how the School engages with prospective families
 - develop ongoing communication and engagement activities with prospective parents to maintain contact until their enrolment

General

- Contribute to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness
- Apply the School's Privacy Policy and Australian Privacy Principles in ensuring measures are employed to maintain the strictest level of confidentiality
- Promote the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed
- Carry out other duties as directed by the Principal

Qualifications, Skills and Experience:

Essential

- Knowledge of the approaches to managing records and/or database management with accurate data entry skills
- A sound level of technological literacy in a business environment
- Ability to extract and analyse data and create meaningful reports to assist decision making
- Proven excellence in customer service
- A current Working with Children Check and satisfactory National Police History Check

Desirable

- Tertiary qualifications in a field commensurate with the area of responsibility
- Experience using Synergetic Management Systems, SIMON and/or other Learning Management Systems
- Exposure to the practical application of the Australian Privacy Principles (APPs)
- Experience in an education setting
- Involvement in professional communities

Personal Qualities

Essential

- A friendly, positive, polite and helpful work manner
- Proven ability to deliver exceptional customer service
- Personal sense of initiative, enthusiasm and high energy
- Sound communication and interpersonal skills to build relationships with key stakeholders
- Excellent organisational skills, planning, and investigative capabilities
- Support for the educational culture and Christian/Anglican ethos of the School
- Good problem-solving, analytical and reporting skills
- Ability to balance the demands of competing projects
- Commitment to professional learning and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality

Desirable

- Demonstrated interest in ongoing personal professional development

Key Selection Criteria

1. Experience working in a role with similar duties.
2. Outstanding interpersonal skills to build relationships with key stakeholders
3. Excellent organisational skills, planning, and strategic thinking capabilities.

Date: June 2018