

# REGISTRAR

**Part-time (0.6 fte)**

Northholm Grammar School is a co-educational day school in the Anglican tradition catering for students from Year 3 to Year 12. We are seeking a part-time Registrar to be responsible for all aspects of the enrolment process, including liaison with both current and prospective parents. The Registrar will work closely with the Marketing and Publications Co-ordinator and report directly to the Principal.

The successful candidate must be a confident, well presented and dynamic individual with outstanding inter-personal and communication skills. High level administration skills are essential and previous experience in public relations in the independent education sector or similar work environment is desirable.

All members of the School's staff are required to support the Christian ethos of the School.

Applications should include a curriculum vitae and the names and contact details of two confidential referees. Applications should be sent to:

The Principal Northholm Grammar School

Locked Bag 505 Galston NSW 2159

Fax: 9656 1512 Phone: 9656 2000

Email: [jobapplications@northholm.nsw.edu.au](mailto:jobapplications@northholm.nsw.edu.au)

Applications close on Monday 16 November 2009

*Applicants must satisfy Child Protection Legislation and will be subject to employment screening.*



## REGISTRAR

### DUTY STATEMENT

The Registrar is responsible to the Principal for all matters relating to the enrolment process for all new and future students entering the School.

The primary responsibilities of this position are:

- Maintaining student records for new and future students
- Working directly with the Principal, the Heads of Schools and Learning Support in all matters relating to the School's interview and induction process
- Building and maintaining relationships with prospective and current parents
- Conducting tours of the School with prospective parents and students
- Working closely with the Marketing and Publications Co-ordinator in the promotion of events and in the development and distribution of advertising and other marketing materials.
- Analysing retention data and future enrolment trends to inform future planning
- Managing the School's annual Scholarship Program
- Participation in the School's Marketing Committee

### Specific tasks include:

### COMMUNITY LIAISON

- Building and maintaining relationships with current and future parents.  
This includes:-
  - Phone enquiries
  - Emails
  - Tours of the school
  - Open Days
  - School Expos
  - Weekly Record
  - School website

NB: As the first point of contact with the School the Registrar is expected to project an image and attitude that reflects the ethos of the School. It is essential that they have current knowledge of all aspects of the School's programs, policies and practices.

### 1. ADMINISTRATION

- Maintaining regular contact with prospective and future families
- Reviewing and updating waiting lists regularly to ensure accuracy of student details (eg date of entry, change of address and re-enrolments etc)
- Preparation of class contact lists

- Responding to queries including phone calls, emails and letters
- Maintaining database of all contact with both current and future families
- Mailing information packages to prospective parents
- Processing application forms – inputting data into Maze database, processing enrolment fees
- Conducting initial enrolment interview and co-ordinating interview process with Principal, Heads of School and Learning Support
- Issuing offers of enrolment and details of the enrolment procedure
- Preparing and forwarding orientation packs prior to student's commencement (eg Student Handbook, Family and Student Information Sheets, Uniform Price List, Travel Pass Applications, etc.)
- Creating student file with relevant school reports and supporting documentation
- Preparing acknowledgement of withdrawal letters for Principal based on information from exit surveys
- Preparing monthly report on enrolments/withdrawals for Principal
- Maintaining entrance and retention profiles

## **2. SCHOLARSHIP PROGRAM**

- Liaising with ACER (Australian Council for Education Research) re scholarship testing
- Monitoring of online candidate registration
- Scheduling of tests and coordination of advertising
- Distributing letters of invitation to Scholarship candidates
- Responding to questions relating to the scholarship program and providing relevant information as required
- Managing the logistics of the examination day including the organisation of supervision
- Forwarding completed test papers to ACER
- Reviewing results and preparing list of recommendations for offers of scholarships for the Principal
- Distributing ACER test result sheets to all applicants
- Advising applicants of results and forwarding relevant paperwork to successful students

## **3. MARKETING**

- Working closely with the Marketing and Publications Co-ordinator in the development of marketing strategies
- Attendance at School Expos and Open Days
- Distribution of promotional materials to current and future parents

## **4. STUDENT ORIENTATION**

- Organising individual enrolment interviews with the Principal, Head of School and Learning Support ( where appropriate)

- Providing parents with information regarding the Academic Program, uniforms, transport, books, Intake Testing, Orientation Day and co-curricular options etc
- Overseeing the Orientation Day Program and assisting with the integration of new students

## 5. OTHER

- Analysing and reporting on current and future trends in enrolment figures
- Annual report and presentation to School Council
- Regularly revising the Enrolment Process to reflect changes in policy and practice
- Membership of the School Marketing Committee
- Managing the Registrar's operational budget
- Undertake other related duties as required by the Principal
- Attending weekly staff meetings and weekly planning meetings

## SELECTION CRITERIA

### Essential

- A proven track record with an emphasis on creative approaches
- Outstanding interpersonal and communication skills with a strong capacity to network and build relationships
- High level administration skills with database experience
- Outstanding written and communication skills
- An ability to work under pressure and to manage complex tasks with a high degree of organisation and co-operation

### Desirable

- Previous experience in the independent education sector or similar work environment