



Job Description

Title:	Enrolments Registrar
Reports to:	Executive Assistant
EBA/Award:	Level 4
FTE:	0.8
Employment Type:	Permanent Part-time

Position Summary

South Coast Baptist College is growing—and so is our impact. Guided by a clear and purposeful Strategic Plan, we continue to welcome increasing numbers of students and families into our vibrant learning community. We're now seeking a passionate and people-focused **Enrolments Registrar** to help shape the first impressions of SCBC and guide families through one of the most important decisions they'll make. This is a unique opportunity to be the welcoming face of the College, where your warmth, professionalism, and attention to detail will make a lasting difference.

Job Description

Student Enrolments

- Respond to all enrolment enquiries for the Year 5 intake as well as all Years 7–12 with timely, tailored communication.
- Manage the full enrolment process from enquiry to commencement, including documentation.
- Coordinate interviews with the Executive Head of School.
- Maintain and improve enrolment policies and procedures for optimal efficiency and experience.
- Ensure enrolment and enquiry databases are accurate and up-to-date.
- Stay informed about the College's curriculum, co-curricular programs, and strategic direction to provide accurate information to families.
- Provide coverage for Primary enrolments in the absence of the Primary Enrolments Registrar.

International Enrolments

- Manage the enrolment process for international students, including PRISMS, visa, and CRICOS requirements.
- Build and maintain relationships with international agents; manage agent agreements.
- Conduct agent tours and represent the College in international enrolment matters.
- Ensure compliance with the ESOS Act 2000, including:
 - Implementing legislative changes and communicating updates.
 - Maintaining policy booklets for international students and agents.
 - Reporting breaches via PRISMS and verifying visa entitlements via VEVO.
 - Managing CRICOS registration, TPS levy, and PRISMS ARC.
 - Supporting audit processes.
 - Maintain the International Student Handbook



School Tours & Events

- Conduct school tours for prospective families.
- Assist with planning and execution of Open Day and other enrolment-related events.
- Attend all College tours to provide enrolment information.

General Duties

- Provide monthly reports on current and projected enrolments to the Executive Assistant.
- Assist in developing enrolment forecasts and statistical reports.
- Collaborate with the Development Office on marketing and recruitment strategies.
- Keep staff informed of student movements (commencements, transfers, withdrawals).
- Maintain and activate waiting lists discreetly and appropriately.
- Handle sensitive and confidential matters with diplomacy and discretion.
- Ensure all information is collated and accurate for Census Reporting.

Selection Criteria

- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in digital platforms (Compass, SchoolZine, Microsoft Office).
- Ability to manage multiple tasks and meet deadlines.
- Discretion and professionalism in handling confidential information.
- Highly organized with the ability to work well under pressure and prioritise in order of importance to work accurately and to tight deadlines.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards



- Generally caring for own safety and that of others, including volunteers, students, and parents.
- First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	