



Courage in Wisdom | Hope in Love

Job Description

Title:	College Registrar (K-12)
Reports to:	Executive Business Manager
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024 Level 5
FTE:	0.8 to 1.0
Employment Type:	Permanent

Position Summary

As the **College Registrar K - 12**, you will be responsible for building positive, strong relationships with parents and prospective parents. In this role, it is critically important that you demonstrate a passion for and commitment to the College's vision, values, and Christian ethos, and that you always display a professional, positive, and welcoming attitude.

You will be responsible for managing the student enrolment process, from identifying prospective enrolments through to enrolment and orientation, ensuring the enrolment processes are efficient and effective and in accordance with College policies. You will work closely with the Executive Business Manager (EBM) and College Principal and liaise effectively with the Heads of Schools.

You will ensure that the College Principal and EBM are provided with accurate and timely enrolment information relating to current, pending, and future students for Board reporting purposes each month or as requested. Using your experience and knowledge gained through active participation in professional development and professional networks, you will advise the Principal of any issues regarding policy and procedures that may adversely affect enrolment numbers in the College.

Job Description

Key Responsibilities

Daily

- Answer email and phone enquiries (a major part of daily time)
- Maintain the current and future student databases
- Manage enrolment processes in liaison with the Assistant Registrar
- Provide information to internal and external stakeholders as requested

Weekly/Fortnightly

- Manage and oversee the Assistant Registrar and monitor workload and project delegation accordingly
- Follow up pending enrolment and interview responses
- Attend weekly and fortnightly meetings as required
- Stay abreast with College information via meetings and outgoing communications with stakeholders
- Ensure collection of all necessary enrolment documentation prior to interview and commencement at the College



- Liaise with stakeholders regarding withdrawals, transfers, enrolments, family changes and contact updates
- Liaise with
 - Heads of Primary School regarding applications for new Year's K to 6 enrolments
 - Heads of Secondary School regarding applications for new Year's 7 to 12 enrolments
- Liaise with SCSA regarding student detail changes, new student SCSA numbers, corrections and error messages and regularly upload student registrations to the School Curriculum and Standards Authority
- Organise private College Tours as required
- Ensure and manage FFPOS National Code compliance for applying and current students, organise and attend six-monthly non-DHA-approved home stay visits and reporting, liaise with the College Pastoral Care teams for ongoing communication with students at risk of student visa noncompliance
- Manage the international student enrolment process: communicate requirements; gather documentation; ensure proof of English competency; issue Offer packages; liaise with the DHA via PRISMS to issue CoEs

Monthly / As Required

- Send updated current and future student numbers for Board Reports to the College Principal and Executive Business Manager
- Provide reports on student withdrawals each month to the Executive Business Manager
- Liaise with the Learning Support Coordinator and the Pastoral Care Team regarding academic placement and educational, social, psychological and medical requirements of prospective students
- Manage College Tour bookings; prepare information packs; oversee room preparation and catering; send reminders and follow up post-Tour

By Term

- Manage Years K to 12 enquiries and enrolments in regard to placement, subject and streaming availability
- Provide new families with the necessary information regarding starting at SCBC
- Liaise with Heads of Schools to meet newly enrolled students
- Liaise with DES, ESOS, and AISWA Representatives, attend appropriate Network meetings and read updates to keep abreast of College ESOS requirements for FFPOS
- Manage PRISMS data input for future and current student records, including address updates
- Manage Medibank OSHC

By Semester

- February and August Census:
 - Liaise with all TR/PR visa-holders to update status for Census
 - Check bridging visa/visa funding eligibility with the relevant Department of Education representative



- Check prolonged and unsubstantiated absences for Census
- Prepare figures for; organise Department parent notification email to be sent; liaise with stakeholders to check, sign-off and submit figures; file all back-up documentation with evidence of submission
- Notify stakeholders and manage student withdrawal and enrolment
- Liaise with receiving and feeder schools for receipt and issue of Transfer Notes
- Visit homestay providers of FFPOS on a CAAW; interview CAAW students
- Ensure all regulatory reports relating to enrolments are completed on time and as required during the year.
 - Student residential address and other information collection
 - Student background data collection on ACARA's portal
 - Student Attendance (STATS), Collection semesters 1 and 2
 - All other reports as required and directed

As and When Required

- Check SCSA numbers are issued to every student
- Check all NAPLAN MCEETYA information is complete on the database
- Maintain an ongoing Excel database of all current and left College students as required by DES
- Notify the DHA of any FFPOS critical incidents, extended leaves of absence, student visa violations, or other situations that are legally required for or deemed pertinent of direct liaison with the DHA
- Liaise with PR for changes and updates of promotional material
- Prepare display and represent the College on Open Day
- On occasion, direction to undertake other duties as required according to developments in continuous improvement and changes in Department of Education legislation

Acronyms:

- CAAW: Confirmation of Appropriate Accommodation and Welfare letter (raised via PRISMS with the CoE of FFPOS who will be living with a non-Immigration Department-approved relative/homestay host)
- CoE: Certificate of Enrolment (created via PRISMS after a FFPOS enrolls and pays one semester's fees . Required for visa application)
- CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students
- CRICOS Number is 01688K and has to be shown on all documents)
- DES: Department of Education Services
- ESOS: Education Services for Overseas Students
- FFPOS: Full Fee-Paying Overseas Students
- MCEETYA: Ministerial Council on Education, Employment, Training and Youth Affairs (requirements for background information gathered for NAPLAN, funding, etc)
- NAPLAN: National Assessment Program Literacy and Numeracy
- OSHC: Overseas Health Cover
- SEQTA: Online parent access portal



- PRISMS: Provider Registration and International Student Management System (online interface administered by the Department of Education in association with the Department of Immigration and Border Protection for creating CoEs, keeping FFPOS information current)
- SCSA: School Curriculum and Standards Authority

Selection Criteria

Essential Skills

- Working knowledge of the Digi Storm product Funnel for enrolments
- Working knowledge of Compass product suite
- Advanced skills in the full suite of MS Office
- Advanced skills with data management, analysis and reporting
- Ability to deal effectively with people at all levels
- Excellent customer service skills
- Confidence to resolve conflict with a friendly but efficient demeanour
- Strong attention to detail
- Well-developed skills in exercising diplomacy, discretion, and confidentiality
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to develop consultative and collegial relationships with the community, staff and parents
- Able to work autonomously and collaboratively within a team environment
- Strong time management and multitasking skills
- Strong analytical and problem-solving skills

Desirable Qualifications

- Previous school experience in a similar role.
- Relevant experience in either an educational or customer-focused environment

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:	