



BISHOP TYRRELL

ANGLICAN COLLEGE

Position Description

COLLEGE REGISTRAR (Maternity Leave position)

Commencing November 2019

(7 month contract. Full-time)

1. Position Title: College Registrar (Maternity leave position)

2. Role Purpose: The College Registrar is responsible to the Principal for the effective management and implementation of Bishop Tyrrell Anglican College Admission policies, strategies and initiatives and to promote the College to the wider community and assist families in helping them decide that Bishop Tyrrell Anglican College is their school of choice.

2. Location: Fletcher, NSW

3. Responsible To: The Principal

4. Functional Relationships:
 - Although the person in this role is responsible to the Principal it is essential that they maintain an effective and collaborative relationship with all teams across the College.
 - Prime responsibility to the Principal in overseeing all matters relating to Admissions for P to 12.

5. Key Tasks and Expected Outcomes:
 - Maintain and enhance enrolment procedures and processes 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.
 - Arrange and conduct tours of the campus that are informative and positive experiences that present the College in the best possible light for prospective students and families.
 - Conduct informal interviews with prospective students and families, ensuring that the school can meet the needs of individuals, whilst also assessing that the prospective student is suitable for the Bishop Tyrrell Anglican College family.
 - Organise, administer and co-ordinate annual student assessment and interview days for intake levels across the College.

- Assist in the co-ordination of and representation at internal events such as open days, family welcomes and orientation events. Represent the College at external events such as school expos, to ensure Bishop Tyrrell Anglican College is represented in the wider community and to ensure prospective families are provided with accurate and appropriate advice.
- Provide monthly statistical information to the Principal for the Board report.
- Provide projected statistics for the following academic year and up to date forecast figures for upcoming school terms.
- Provide and examine statistical data re: the student journey from enquiry to recruitment to retention.
- Prepare and provide statistical data and information to government departments (State and Federal Census; DEEWR; MCEETYA; CRICOS registration; DIAC) and assist with audit visits arising from the submission of data to government agencies.
- Oversee the management of the enrolment and admissions database within the student administration system (TASS database).
- Oversee the external academic, performing arts, and sporting scholarship programs, from advertisement to interviewing and final selection to ensure the most appropriate students are recommended.
- Administer the internal scholarship program in conjunction with the Principal and Deputy Principals.
- Actively work with the Principal and College Leadership Team to assist in the development and implementation of strategies and policies that further enhance the College's educational programs and image to the wider community.

6. General administration duties:

- Preparation and processing of letters, emails and other relevant correspondence to prospective families.
- Answering the telephone in a courteous and professional manner.
- Maintaining a comprehensive electronic and manual filing system.
- Maintaining a high level of confidentiality at all times.
- Positively supporting the Christian values of the College.

7. Special Requirements

The Registrar will, from time to time, be asked to take on extra duties that are assigned by the Principal. These extra duties will be discussed between the Registrar and the Principal and the decision to allocate them will be taken jointly. It may be necessary to perform these tasks over additional hours as necessary. This will vary from time to time.

8. Person Specification

This person specification describes the skills and attributes of a person most likely to be competent in undertaking the key tasks and expected outcomes set out in the role description.

ROLE TITLE	ESSENTIAL	DESIRABLE
Qualifications Educational Levels Training	<ul style="list-style-type: none"> • Extensive knowledge of Microsoft Office 	<ul style="list-style-type: none"> • Qualifications in Business Support/ Administration • Experience working with student management systems (ideally TASS.web)
Knowledge and Experience	<ul style="list-style-type: none"> • Superior written and verbal communication skills • Focus on customer service 	<ul style="list-style-type: none"> • Understanding of the education industry • Previous experience as an Registrar/Business Development Manager within a school environment • Report writing skills
Skills and Special Abilities	<ul style="list-style-type: none"> • High attention to detail • Exceptional telephone manner • Able to multi-task • IT literate • The ability to be flexible and juggle duties 	
Personal Qualities	<ul style="list-style-type: none"> • Professional and personal integrity • Team player • Highly organised • Self-starter • Professional presentation 	<ul style="list-style-type: none"> • Seeking continual improvement and personal development
Other	<ul style="list-style-type: none"> • Able to support the strong Christian ethical standards of the College • Successful Working with Children's Check 	