

POSITION DESCRIPTION

ENROLMENT REGISTRAR – NON TEACHING

POSITION DETAILS

- Time Fraction 1.0 – 38 hours per week (neg)
- Commencement Date: Wednesday 11th August, 2021 (neg)
- Salary: \$61,736
- Six weeks Annual Leave

REMUNERATION

Victory Christian College is a respondent to the *Educational Services (General Staff) Award 2020*. Remuneration is commensurate with level of responsibility, plus 10% Employer Superannuation contributions and other entitlements as listed under this Award. General Staff salaries are paid at 10% above Award rates.

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

The College has an overarching priority that all children in our care are safe, feel safe, and that child abuse is non-existent in our community.

CHILD SAFE STANDARDS

Victory Christian College is a child safe environment. Our college actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards as outlined in our Child Protection and Safety Policies and Child Safety Code of Conduct.

APPLICATION PROCESS

Applicants are asked to submit the following:

- Completed Application Form (via Google Docs: <https://forms.gle/eHWizmAXUE8sNSVw6>)
- Letter of introduction
- Current Resume
- The contact details of four referees (two professional, two personal)
- Response to the following Key Selection Criteria

KEY SELECTION CRITERIA

1. Experience in working as a Registrar within the Catholic, Independent or Government School Sectors, or an understanding of the requirements and a willingness to learn.
2. Well-developed interpersonal skills with a proven ability to develop rapport, remember names and communicate clearly and with empathy.
3. Demonstrated strong problem-solving, analytical and reporting skills, and capacity to multi-task in a busy work environment.
4. Proven experience in systems management and data analysis, with intermediate skills working with Microsoft Office. Experience with a Student database management system e.g. Xuno, considered an advantage.
5. Demonstrated Christian faith and capacity to share Christ's love and teachings with students.

DUTIES AND RESPONSIBILITIES

The Role

The Registrar is the focal point for all enrolments at Victory Christian College (VCC) and is responsible for developing and implementing student recruitment strategies that maximise enrolments at every year level. Under direction from the Principal, the Registrar will welcome prospective families through the facilitation of an effective and efficient student enrolment process.

The ideal candidate will be people focused, professional, have sound experience in a similar role, known for their warm and friendly demeanour, attention to detail, execution and energy.

The successful candidate will be highly organised who can effectively manage multiple priorities in a dynamic, fast paced environment.

The successful candidate will have a strong Christian faith and will support and model the College's values and ethos.

Enrolments Process

- Respond promptly and efficiently to enrolment enquiries via email, telephone or face to face
- Maintain up-to-date records of all inquiries and accurately document their progression through the enrolment process, including timely correspondence to prospective families
- Manage and track all enrolments from first inquiry through to commencement
- Liaise and work closely with the Marketing Officer to update and maintain supplies of all enrolment documents, forms and publications
- Ensure newly enrolled students and their families are informed about and invited to upcoming events as relevant, i.e. afternoon teas, information evenings and transition activities.
- Ensure relevant and accurate documentation is received for new enrolments, i.e. enrolment forms, school reports, special needs reports, medical conditions, court orders, birth certificates, immunisation records, visa details, etc.
- Create hardcopy files for all new students and upload forms and essential data to the student Database (Xuno)
- Prepare correspondence for waitlisted or unsuccessful enrolment applicants
- Regularly monitor and review current enrolment numbers, class vacancies, waiting lists and future years inquiries
- Update Xuno as required regarding incoming and exiting students and manage the distribution of transfer forms between schools.

Enrolments Interviews, School Tours and Open Days

- Schedule enrolment interviews with the Principal and other members of the Leadership Team as relevant
- Conduct school tours with prospective families following each interview
- Coordinate Open Days, including correspondence to prospective families, tour bookings, relevant publications, and provide timely follow-up

Additional Responsibilities

- Organise catering, setup and pack up as required for Open Days, Information Evenings, and staff curriculum days
- Organise bookings of venues for major staff and student functions (e.g. Valedictory Dinner, Christmas Functions, Staff Retreat, etc.)
- Assist with the coordination and running of major College events
- Conduct child safety inductions for new staff
- Provide Administration support for Casual Relief Teachers
- Coordinate Annual School Photo Day
- Complete annual NAPLAN Administrative tasks

Knowledge, Experience and Skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the College
- A solution orientated person, with an ability and a desire to identify and bring about significant improvement and streamlining of processes, systems and record keeping
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Demonstrated high-level computer skills and literacy, with proficiency in MS Word, Excel and Outlook.
- Excellent management of electronic and hard copy files and prior experience with a Student Management Database desirable
- Knowledge of the Christian or Independent school sector an advantage
- Current Working with Children Check
- Current Driver's Licence

Personal Characteristics

- Demonstrates a love for Christ and passion and commitment to the vision and values of VCC
- Well presented with a professional, positive, warm and welcoming disposition
- Demonstrates high levels of confidentiality and cultivates credibility and honesty
- Demonstrates a respect for and acceptance of differences in students, parents and staff
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute
- Possesses a strong work ethic
- Exercises ownership and concern for quality of work, reflected in accuracy and attention to detail
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment
- Shows a strong commitment to deliver exceptional service.

CHRISTIAN FAITH

All Staff at Victory Christian College are employed on the understanding that they are Christians with an active faith, and as such are connected to, and regularly attend a local church.

APPLICATION SUBMISSION

Applications close **Wednesday 4th August, 2021 at 9am**

Applications to be emailed to felicitychester@vcc.vic.edu.au