



## **POSITION DESCRIPTION**

### **Position: School Registrar and Administration (12 Month Contract)**

#### **Position Objective**

The purpose of the position is to build relationships with parents and prospective parents to increase the number of students attending Blue Gum Montessori School. The role assumes specific responsibility for administering enquiry, enrolment, information dissemination and relationship management processes with prospective and future families. The Registrar is to ensure the enrolment process to the school are efficient and effective.

#### **Key responsibilities and duties – to be read in conjunction with The School Code of Conduct, Staff Handbook and all School Policies.**

This role requires a highly professional and confidential approach to all interactions. You will have a high level of technical knowledge and be able to work with minimal supervision. Capacity to exercise initiative, judgment and problem solving skills will be within defined procedures and guidelines. This position has a high level of responsibility and answerable directly to the Principal.

### **1. Duties and Responsibilities**

#### **1.1 ADMINISTRATION**

- Assist with Administration when required by the Principal
- Assist with Reception when required by Principal

#### **1.2 RECORD MANAGEMENT**

- Maintain and archive material in a timely manner
- Maintain Student Files
- Update events and information for student and staff planner for the following year
- Photocopy, collate and shred information as required
- Type correspondence as directed by the Principal
- Organise Principal or Board led functions as delegated
- Other administrative duties as required
- Assist the HR and Operations Manager and Business Manager in the preparation and proof reading of handbooks, Newsletters (for enrolment related submissions) and funding applications
- Record student health plans monthly and update SchoolPro/Civica and Teaching staff when due.

#### **1.3 STUDENT ENROLMENTS and REPORTING**

- Administrate and coordinate the enrolments function
- Answer all enrolment enquiries for new enrolments to Blue Gum Montessori School
- Process enrolment applications to Blue Gum Montessori School, including data entry into Civica/SchoolPro and Enquiry Tracker
- Manage applications and wait-list
- Manage all aspects of new enrolments, with accurate records and provide enrolment projections and trends.



- Track all enrolments from first inquiry through to enrolment and commencement at the school.
- Update enrolment information (e.g. student profiles, medical records and permission forms) in relevant databases.
- Update and maintain supplies of all enrolment documentation and publications.
- Liaise and work closely with the HROPs and Marketing to promote the school, to attract new enrolment and to enable the coordination and planning of relevant events.
- Management of the student database
- In consultation with the Principal and line manager administer the offer process
- Administrate the acceptance process
- In consultation with the Principal administrate the admission process
- Populate, maintain and distribute up-to-date class lists regularly to reflect movement (minimum termly)
- Manage new and/withdrawal students and communicate details to relevant staff throughout school year.
- Oversee all student reports to ensure the coordination of Learning is kept informed for screening and quality.

#### **1.4 SCHOOL TOURS**

- Organise tours with prospective parents
- Organise observations with prospective parents
- To assist with the preparation and coordination of exhibitions, fairs and school promotional events.

#### **1.5 ORIENTATION PROGRAM**

- Organise orientation days for parents and new students
- Attend and assist information nights and days for current and prospective parents and students
- Disseminate information and prospective clients including fees, uniform requirements and all other requirements for the commencement of the school.

#### **1.6 MAINTAIN SCHOOL DATABASE**

- The Registrar holds all approved academic reports at the official academic report file.
- Upon withdrawal, all student books are given to the registrar until all fees have been settled.
- The Registrar finalises copies of academic reports to the Principal
- Maintain the student data base with each enrolment
- Keeps all enrolment lists up to date and report for Board Report
- Only the Registrar issues academic reports outside the reporting period.
- In consultation with administration team, collect all family data required by the Federal Government on admission and refer to the Business Manager

#### **1.7 STATUTORY REQUIREMENTS (IN CONSULTATION WITH THE PRINCIPAL)**

- Data for NAPLAN, on entry and other reports as required for student registration and transfer.

#### **1.8 RECEPTION**

- Assist with reception enquiries, both face-to-face and phone, as required during a School day.

#### **1.9 REPORTING AND COMMUNICATING**



- With the Principal and Business Manager over all enrolments (monthly enrolment report to the Principal prior to the Board meeting).
- Regular weekly meeting with the Principal to report on Enrolment activity
- Participate of School Operational team with reporting and accountabilities.

#### **OTHER DUTIES**

- Other duties as requested by the Principal/HROPs

### **2. KNOWLEDGE, EXPERIENCE AND SKILLS**

- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the school
- 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
- Good English language skills including grammar, spelling and punctuation
- Demonstrated high-level computer skills and literacy, with skills in MS Office/Word/Excel, electronic diary applications and use of SchoolPro/Civica and Enquiry Tracker database desirable
- Highly developed keyboard skills and ability to format and present information accurately, quickly and logically
- Excellent management of electronic and hard copy files with logical easy-to-find categorisation
- Knowledge and competency in management systems and the Microsoft suite, with particular emphasis on excel
- Knowledge of the independent school sector an advantage

### **3. PERSONAL CHARACTERISTICS**

- Demonstrates a passion and commitment to the vision and values of Blue Gum Montessori School
- Able to articulate Montessori Education with a depth of knowledge
- 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 in 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

### **4. Organisational relationships**

**Reports to:** HROPs (for general administration requirements) and The Principal (for enrolment and academic reporting)

**Supervises:** General Administration



**Internal contacts:** Teachers and Education Assistants, Administration staff, and Class Liaisons

**External contacts:** PC Schools Help Desk, DEEWR, Departments of Health, Education, and School Nurse and other departments as required.

**5. Accountability and extent of authority**

- 5.1. Act in accordance with relevant standards, codes and School policies
- 5.2. Accountable for School growth and maintaining enrolments.

**6. Judgment and decision making**

- 6.1. Ensure confidentiality of information
- 6.2. Ensure the health and safety, wellbeing and education of young children present in the School
- 6.3. Advise relevant School staff of issues which may limit or adversely affect the School service
- 6.4. Support, or recommend as appropriate, issues necessary to improve service, processes for the management of the school.

**7. Specialist knowledge and skills**

**7.1. Knowledge**

- 7.1.1. Enrolment and attendance policies and procedures
- 7.1.2. School business structure
- 7.1.3. Montessori Method of Education
- 7.1.4. Databases

**7.2. Skills**

- 7.2.1. Ability to impart information about the School services orally
- 7.2.2. Ability to interview potential families
- 7.2.3. Organisational skills
- 7.2.4. Analytical and problems solving skills
- 7.2.5. Decision making skills
- 7.2.6. Effective verbal, presentation and listening communication skills
- 7.2.7. Effective written communications skills
- 7.2.8. Computer skills including the ability to use spreadsheets, word processing, and email
- 7.2.9. Time management skills.

**8. Personal attributes**

- 8.1. Be honest and trustworthy
- 8.2. Be respectful
- 8.3. Possess cultural awareness and sensitivity
- 8.4. Be flexible
- 8.5. Demonstrate sound work ethics
- 8.6. Enjoy people, and children in particular
- 8.7. Ability to remain calm under pressure.

**9. Qualifications and experience**

- 9.1. Qualifications and experience in Administration and School Enrolments preferable
- 9.2. Current National Police clearance
- 9.3. Current Working with Children card
- 9.4. Current First Aid training
- 9.5. Knowledge of Civica/SchoolPro preferable
- 9.6. Montessori knowledge/experience an advantage

**10. Key selection criteria**



- 10.1.** Meet the qualification and experience requirements
- 10.2.** Commitment to ongoing learning and development.

**11. Confidentiality**

- 11.1.** Feedback to Line Manager and Principal of any issue raised about the School that may impact the School culture.

**12. Hours of work**

- 12.1.** 37.5 hours per week (12-month contract)

**13. Commencement**

20 January 2020

Blue Gum Montessori School takes child protection seriously. All candidates for roles at Blue Gum Montessori School are subject to screen and assessment against child safety standards as part of our thorough recruitment process.