

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Assistant Registrar

Responsible to: Registrar

Job Purpose: Reporting to and working closely with the Registrar, representing the College to external stakeholders, this position is responsible for all aspects of student enrolment, from initial parent enquiry to the student's first day at Kennedy Baptist College.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties
2. Registration & Enrolment
 - a. Ensure accurate data entry to maintain the future student databases in TASS web & Funnel.
 - b. Ensure interview documents are current, relevant and complete.
 - c. Manage the future student interviewing and enrolment process, including the issuing of invitations; request, and collate interview documents; arrange suitable interview meetings for parents/guardians in line with our enrolment policy.
 - d. Manage and follow up incomplete document packages and enrolment contracts
 - e. Manage enrolment figures for future year cohort during the enrolment process.
 - f. Review registrations daily and update waitlists accordingly.
 - g. Maintain and respond to all enquiries in the enrolment inbox.
 - h. Co-ordinate the future incoming year 7 correspondence in the lead up to commencement.
 - i. Assist with International Student enrolment process and attend Home Visits when required

3. Marketing
 - a. Maintain a positive public image of the College to optimise enrolments.
 - b. Assist with the various marketing initiatives to build relationships with future families, including College Tours and attending the annual Open Day
 - c. Deal professionally with all enquiries, developing relationships with future families.
 - d. Assist with communications with existing and prospective families as required.
 - e. Maintain accurate registration and enrolment documentation
 - f. Create, update and/or proofread documentation as required
4. Other
 - a. Liaising with the Administration Team: attending Director of Finance and Operations meetings as required
 - b. Supporting the Registrar with ad hoc administration duties as required

Selection Criteria

Essential

- Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
- Outstanding communication and interpersonal skills.
- Professional presentation and a strong customer focus.
- Exceptional attention to detail.
- The ability to always maintain confidentiality.
- Demonstrated time management and organisational skills with a proven ability to prioritise tasks to meet competing deadlines in a busy environment.
- Proven ability to work autonomously and exercise initiative in carrying out duties.
- Ability to foster and support a cooperative work team environment.
- Strong computing skills, particularly Microsoft suite and database management.
- Willingness to support the College's core values and Christian ethos.
- Ability to undertake after-hours work as required to attend required College functions and Open days.
- Possession of a current (or ability to obtain) Working With Children Clearance

Desirable

- Experience working in the Education sector
- Experience using TASS web and Funnel database software.
- Sound knowledge of all visa requirements and Government procedures relating to international students.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.