



WEMBLEY CAMPUS
Playgroup – Year 9
61–63 Powis Street,
Wembley WA 6014

MAYLANDS CAMPUS
College Year 10–12
76 Seventh Avenue,
Maylands WA 6051

08 9387 5050
office@boldpark.com
www.boldpark.com

POSITION DESCRIPTION

Title:	Registrar and Senior Administration Coordinator
Reports to:	Business Manager
Location:	Wembley Campus
Work Type:	Full-Time

Bold Park Community School (BPCS) is an independent school, with a philosophy based on social constructivist principles inspired by the Reggio Emilia approach. Our school caters for children from Playgroup to Year 12.

At BPCS, we are committed to providing a safe and nurturing environment for all children. We believe that the safety and well-being of our students is paramount. As part of our commitment to child safety, we uphold the highest standards of child protection and safety. This includes ensuring all staff and volunteers undergo thorough background checks and training. We foster a culture of openness, inclusivity, and mutual respect where children, families and staff feel valued and heard.

Job Overview:

The purpose of the position is to build relationships with families and prospective families, whilst upholding and supporting the unique philosophy of the School. The role assumes specific responsibility for administering enquiry, enrolment, information dissemination and relationship management processes with prospective and future families.

The Registrar and Senior Administration Coordinator also supervises a small team of support staff and is responsible for overseeing the daily maintenance operations of the school. This includes groundskeeping and gardening, the care of on-site animals, coordination of minor construction projects, and ensuring compliance with all maintenance-related regulations and standards.

Key Responsibilities:

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 within defined procedures and guidelines, is essential.

Administration:

- Undertake general school administration, as required.
- Assist with reception enquiries, both face-to-face and phone, as required during a School day.
- Research funding opportunities and submit grant applications.

Supervision:

- Supervision of maintenance staff ensuring compliance with all maintenance-related regulations and standards.
- Supervision of Reception staff, ensuring visitors are warmly greeted and that staff and students are assisted efficiently and professionally.
- Coordinate cleaning contractors, including during holiday period for deep cleaning.



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Student Enrolments and Reporting:

- Coordinate and manage all aspects of the enrolments function from Pre-Primary to Year 12.
- Respond to all enrolment enquiries and process applications, including data entry into TASS and Enquiry Tracker.
- Maintain accurate records, manage applications and waitlists, and provide enrolment projections and trends.
- Track enrolments from initial enquiry through to commencement.
- Administer the offer, acceptance, and admission processes in consultation with the Principal and Team Leader.
- Ensure student information (e.g. profiles, medical records, permission forms) is current in relevant databases.
- Manage onboarding and offboarding of students, ensuring communication with relevant staff throughout the school year.
- Disseminate information to prospective clients including fees, uniform requirements and all other requirements for the commencement of the school.
- Oversee the events and payments process for staff and families.
- Populate, maintain, and distribute up-to-date class lists regularly (minimum each term).
- Update and maintain supplies of enrolment documentation and publications.
- Attend and assist with information events for current and prospective parents and students.

Record Management:

- Maintain Student files, including management of student health plans.
- Maintain and archive material in a timely manner.
- Assist in the preparation and proof reading of handbooks, Newsletters (for enrolment related submissions) and funding applications.

School Tours:

- Coordinate tours with prospective parents.
- Assist with the preparation and coordination of exhibitions, fairs and school promotional events.

Maintain School Database:

- The Registrar and Senior Administration Coordinator holds all approved academic reports in the official academic report file.
- Finalise copies of academic reports for Principal approval.
- Maintain the student data base with each enrolment.
- Keep all enrolment lists up to date for Board Report.
- In consultation with administration team, collect all family data required by the Federal Government on admission.

Statutory Requirements (In Consultation with the Principal):

- Complete state and federal compliance returns such as Census, Attendance reporting (STATS), Student Address Collection, SIRS reporting (SRGDG) Data for NAPLAN, on entry and other reports as required for student registration and transfer.



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Reporting and Communicating:

- Report on overall enrolment movements (monthly enrolment report to the Business Manager prior to the Board meeting).
- Regular meeting with the Principal to report on enrolment activity.
- Assist the school operational team with reporting and accountabilities.
- Distribute communication to staff and community and on behalf of others', as required.

Pedagogista Support:

- Liaise with the Pedagogista and Marketing Coordinator to promote the school and coordinate relevant events.

Other Duties:

- Other duties, as required.

Essential Criteria:

- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the school.
- Good leadership skills and previous experience managing a small team.
- Solution orientated, with an ability and 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 concurrently manage a number of competing tasks.
- Strong English language skills including grammar, spelling and punctuation.
- Demonstrated high-level computer skills and literacy including MS Office/Word/Excel, electronic diary applications.
- Excellent file management skills with logical easy-to-find categorisation.
- Ability to think creatively and work alongside staff (and children) in a collegial environment.
- A current police clearance and Working with Children Check.

Desirable Criteria:

- Relevant qualifications (or an equivalent combination of relevant experience and/or education and training) in a related field (e.g Business, Administration, Governance).
- Experience with school related platforms and/or CRM's, such as Enquiry Tracker and The Alpha School System (TASS).
- Knowledge of the independent school sector.
- Experience in school operations, especially within a small school environment.
- Current motor vehicle driver's licence.

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I have received, reviewed and understand the responsibilities of the Registrar and Senior Administration Coordinator role.

I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.

Employee Name		Date	
Employee Signature			

Supervisor Name		Date	
Supervisor Signature			

BPCS respectfully acknowledges the Whadjuk Noongar people as the traditional owners and custodians of the land on which our school is situated. We acknowledge their ancestors, who for many thousands of years gathered on this site to live, learn and grow. We are committed to honouring the Noongar people and their heritage by building our young people's connection to this land through the inclusion of indigenous knowledge and perspectives