



POSITION DESCRIPTION

REGISTRAR /ENROLMENTS OFFICER

REPORTS TO:	Principal through the Manager Community Engagement and Marketing (MCEM)
DEPARTMENT:	Administration
KEY RELATIONSHIPS:	<ul style="list-style-type: none">PrincipalPersonal Assistant to PrincipalProspective FamiliesManager Community Engagement & MarketingCommunity Engagement & Marketing AssistantAnglican Schools Commission International
STANDARD REQUIREMENTS:	<ul style="list-style-type: none">Staff will actively seek to foster Christian values and promote the ethos of the School.Ensure all users are provided with a quality service in a timely, efficient and friendly manner.Undertake and apply Occupational Health and Safety requirements in the workplace.Strive to implement productivity, quality and service improvements on a continual basis.Operate as a 'team player' at all times and fully support the Principal, Business Manager, staff and activities of the School.
FURTHER INFORMATION:	<ul style="list-style-type: none">Note all requirements of the Position Description.For clarification, refer to the Principal (or delegate).Retain a copy of the Position Description for reference.As the needs of the School change this document may be revised.

John Wollaston Anglican Community School is a co-educational day school from Pre-Kindergarten to Year 12. It was founded in 1989, as the second school of the Anglican Schools Commission Inc. Present enrolment is approximately 1,100 students. There are currently 15 schools of the Anglican Schools Commission.

KEY RESPONSIBILITIES

1. MANAGE THE ENROLMENT PROCESS FOR ALL STUDENTS ENTERING THE SCHOOL

- Handling of initial enrolment enquiries (Pre-Kindergarten to Year 12).
- Preparation and posting of enrolment packages and other relevant information.
- Conduct tours of the School with prospective students and their parents as required.
- Process applications and arrange enrolment interviews for new students, utilising EnrolHQ where applicable.
- Process applications from Anglican School Commission International (ASCI) and provide ongoing administrative support to ASCI prior to student commencement.
- Generate offer letters and related documentation.
- Follow up on enrolment applications.
- Maintain Future Student records in Synergetic, transfer into Current Students as applicable.
- Process enrolment forms and ensure enrolment documents are completed.
- Generate Transfer Note to previous school using Synergetic.

2. PROMOTE AND MARKET THE SCHOOL

- Participate in strategy meetings with the Principal/Community Engagement and Marketing Manager/Community Engagement Assistant as required.
- Provide statistical information regarding student numbers / offers / applications / waiting lists / conversion rate as required by the Principal/Business Manager.
- Co-ordinate and participate in School Tour Days;
- Orientation Day/Transition Day send invitations, liaise with Dean of Pastoral Care/Deputy Head of Primary and assist with organisation of event.

3. DATABASE AND RECORDS MANAGEMENT

- ♦ Maintain Synergetic database of student records (current and future).
- ♦ Maintain an ongoing accurate record of student numbers and waiting lists in Excel and Synergetic.
- ♦ Journal changes to student numbers and report at the end of each month to the Finance Department.
- ♦ Provide report for School Council prior to each Council meeting to show an analysis of the movement in student numbers with comparison to previous year.
- ♦ Liaise with the Assistant Business Manager regarding split family billing, requests for enrolment documentation, and database record management.

4. DATA PREPARATION FOR PRINCIPAL AND BUSINESS MANAGER

- ♦ Provide accurate information on enrolment numbers and predicted numbers for future academic years.
- ♦ Prepare/provide data showing trends in enquiries/applications/offers and assist the Business Manager with budgeting as requested throughout the year.

5. STUDENT WITHDRAWALS

- ♦ Process student withdrawals including withdrawal acknowledgement letters for Principal and Withdrawal Exit Survey.
- ♦ Amend Excel spreadsheet and database.
- ♦ Attend to transfer letters received at the School.
- ♦ Ensure Transfer Note/Notice of Arrangement/Exemption received as appropriate.
- ♦ Liaise with Department of Education Participation Unit/Behaviour & Engagement in the absence of Transfer Note/Notice of Arrangement/Exemption.

6. STUDENT CENSUS

- ♦ Compile student enrolment data for both State (February/August) and Commonwealth (August) governments Census returns.
- ♦ Complete submission and input enrolment data online.

7. COLLECTIONS/COMPLIANCE ANNUAL RETURNS

- ♦ Residential Address Collection-distribute data collection forms to parents, enter data in Synergetic, submit Collection within timeline stipulated.
- ♦ Under Immunised Children Report-review immunisation data, submit report (including nil return) by 31 March annually.
- ♦ Student Background Data (SBD) Collection-distribute data collection forms to parents, enter data in Synergetic, submit Collection within timeline stipulated.

8. STUDENTS ON SCHOLARSHIP, EXCHANGE AND ASCI IMMERSION PROGRAMS

- ♦ Attend to all administrative requirements pertaining to the enrolment of students on scholarship, exchange or short-term Immersion Programs via ASCI.

9. OTHER DUTIES

Perform any other duties as reasonably requested by the Principal/Business Manager.