



## *Assistant Registrar Position Description*

<b>Job Title:</b>	<b>Assistant Registrar</b>
<b>Reporting To:</b>	<b>Principal</b>
<b>Employment Status:</b>	<b>Full-time, mostly during term time</b>
<b>Performance Review Period:</b>	<b>6 months</b>

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### *Purpose of the position*

The Assistant Registrar assists in the management and administration of student applications and the admissions process, aiming to ensure the College reaches full enrolment.

The Assistant Registrar also actively supports the marketing and promotion of St Andrews Christian College. As the first point of contact for prospective families, the Assistant Registrar must demonstrate professionalism, efficiency, and a warm, welcoming approach at all times.

***St Andrews Christian College has a commitment to child safety and has zero tolerance for child abuse. Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.***

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### *Responsibilities*

#### **Enrolments**

- Respond to all enrolment enquiries via phone and email (maintain the enrolments email account);
- Assist in the follow-up as required with prospective parents to secure applications, leading to prospective enrolments;
- Ensure all enquiries are entered on the College's database;
- Administer bulk email communication, data collection, data entry in relation to the application and enrolment processes;
- Assist in maintaining waiting lists, including the following:
  - Syncing between EnrolHQ and Synergetic
  - Roll over waitlist to each following year
  - Removing discontinued applications to neaten up waiting list
  - Requesting for up-to-date School Reports and Pastoral References

- Work with IT to maintain synergetic data for current students:
  - Updating information and details
  - Class lists each year
  - Roll over of current students
- Conduct campus tours for parents and students (on average 10 x 1.5hr tours per Term);
- Assist in ensuring that all confirmed new students receive information regarding subject choices, book lists, uniforms, medical questionnaires, etc. prior to commencement at the College;
- Assist in processing all exiting students according to College procedures;
- Develop and demonstrate a comprehensive knowledge and understanding of the College's educational programs, approaches, history and traditions, activities and facilities;
- Be a strong, positive voice of support for the College in all conversations with existing and prospective families, staff and others in the community;
- Demonstrate an awareness of and commitment of the College's philosophy, goals and approaches;
- Liaise and communicate effectively with relevant Head of School and teaching staff in relation to new arrivals and student withdrawals from the College.

### **Assist Marketing**

- Assist Marketing with the coordination of marketing material and promotional events for the College;
- Assist in web content management for enrolments;
- In collaboration with other staff, assist in the planning and organisation of College events such as Open Days and information evenings, transition and orientation.

### **Other Duties**

- There will be additional duties as requested by the Principal and/or the Business Manager from time to time;
- Uniform expectations and guidelines (Discuss with Deputy Principal, Operations).

### **Accountability**

- All matters relating to the role of Assistant Registrar will be accountable to the Registrar and Principal.

### **Other Tasks/Responsibilities**

- Attend and participate in staff devotions;
- Attend out of school hours events as required.

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## *Key Selection Criteria*

- An active, strong personal Christian faith and regular attendance at a Christian church;
- An awareness and understanding of Christian education;
- Qualifications and/or experience in a similar role;
- Strong written and verbal communication skills;

- Excellent organisational skills, problem solving skills and attention to detail;
- Ability to work collaboratively in a team environment;
- Specific understanding of marketing within a school context;
- Ability to prioritise work schedule and meet agreed deadlines;
- Strong ICT skills with proficiency in the full Microsoft Office suite (Professional), as well as student databases e.g., Synergetic / EnrolHQ;
- Be willing to work after hours to attend College events/activities;
- Satisfactory Working With Children Check and National Police Check.

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### *Personal Characteristics*

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Personal pride in work quality with high attention to detail;
- Professional presentation;
- Reliable and able to maintain confidentiality and monitor level of disclosure on sensitive matters.
- Ability to work independently and as an effective team member; and
- Readily adjusts to changes in the work environment.

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### *Employment Conditions*

- Full time, 5 days per week, during term time, plus additional time as required;
- Working hours are 8:15 am to 4:00 pm (some flexibility);
- Salary would be commensurate with skills and experience;
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Student Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

July 2025