



REGISTRAR'S ASSISTANT

Part-time (0.6 FTE), ongoing position located at Keilor Campus
Commencement date and working hours will be discussed at interview
Closing date for applications: 20 November, 2017

Position Description

Position objectives: This position will provide administrative support to the Registrar.

Organisational relationships: This position reports to the Principal through the Registrar and the Head of Community Development.

Key responsibilities: Duties as listed but not restricted to those in this job description. These duties may be expanded to include further responsibilities, with an increased time fraction, depending on the needs of the College and the skills and background of the Registrar's Assistant.

- **New student applicants (including year level intakes)**
 - Processing and data entry of new student applicants.
 - Making up of new student files & collating of personal documents.
 - Preparing and sending various letters such as letter of acknowledgement.
 - Follow up of families (SMS, phone and mail) of families who do not respond to offers of position in a timely manner.
- **Offers of positions**
 - Assisting the Registrar to fill vacancies. Duties will include but will not limited to:
 - Setting up interviews between families and Heads of School
 - Preparing student files with relevant paperwork for interviews and sending to Heads of School
 - Setting up Prep assessments and interviews.
 - Ensuring that new families are advised about uniform fittings, booklists and any other relevant information is. For Senior School students, appointments with Year Level Leaders and other senior school staff relating to subject selections are also organised.
- **School Alive Tours/ Weekly tours**
 - Handling of enquiries and wherever relevant booking families into weekly or School Alive tours
 - Confirming attendance School Alive Tour prior to the tour date.
 - Assisting with School Alive Tour on day of tour.
 - Post tour telephone follow up of families that attend tours to establish their ongoing interest.
- **Parent Enquiries – telephone and face to face**
 - Ensuring that all enquiries are handled in a polite and courteous manner and that the needs of those making the enquiry are met.

- Recording all new enquiries on the SAS system.
- **Kindergartens & child care centre liaison**
 - A bi annual mail out to be organised to a pre-designated list of Kindergartens and Pre-school centres.
 - Fostering positive relationships with these centres.
- **Information nights**
 - Attendance at information nights and new parents' evenings to support the transition process i.e Step into Prep Information Evening and New Parent Information evenings.
- **Procedures manual**
 - The update of the Registrar Office Procedure Manual as changes in procedure occur.
- **Parent Helpers**
 - Organising a roster and liaison with parent helpers assisting in registration department.
 - Ensuring that parent helpers trained and appropriate and sufficient work is prepared for them.
- **Any other duties as deemed necessary by the Registrar**

Qualifications

Business Administration or equivalent qualifications (minimum Certificate IV level) will be highly regarded, as will previous experience in a similar role.

Key qualities and skills

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following:

- Strong ability to prioritise, remain focused under pressure and adapt to change
- Attention to detail
- Demonstrated ability to maintain confidentiality in all aspects of student, staff, client and College information
- Demonstrated excellent skills in Microsoft Office, particularly Word and Excel (these will be tested during the interview process)
- Excellent organisational and time management skills in a fast paced environment
- Excellent verbal and communication skills
- Flexibility in working independently and to changing time frames
- Capacity to work autonomously, flexibly and with discretion
- Capacity to build a strategic partnership with the Registrar
- Experience with use of databases
- Demonstrated initiative and the ability to work independently as well as in a team
- A good working knowledge of all aspects of the College

Relevant knowledge and experience

Experience in a similar role in an independent school setting will be highly regarded.

Performance Management

In relation to setting goals, managing performance and accountability, the Head of Community Development, with the Registrar, will establish key performance indicators (KPIs) with the Registrar's Assistant, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the key responsibilities and key qualities and skills associated with the position, will be reviewed at least annually.

Conditions of employment

- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.
- Full-time Education Support Staff work 37.5 hours per week. Working hours will be determined by the Head of Community Development. Some flexibility in working hours may be required from time to time; this will be discussed with applicants at interview. The Registrar's Assistant will be entitled to 6 weeks annual leave, to be taken ordinarily during school holidays including College shut-down periods in December/January and July. It is vital that the registration department is always staffed (except during College shutdown) therefore the Registrar and Registrar's Assistant will ensure that this occurs and will roster annual leave accordingly

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Community Development and the Registrar. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

Information about the College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values:

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

Information about Overnewton College is available on the College website:
www.overnewton.vic.edu.au.