

# LAUNCESTON CHRISTIAN SCHOOL

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	<b>Registrar (Enrolments Officer)</b>
<b>APPOINTED BY:</b>	Board of Directors
<b>RESPONSIBLE TO:</b>	Principal through the Business Manager
<b>AWARD/POSITION CLASSIFICATION:</b>	LCS Support Staff Enterprise Agreement / Wage Level 6
<b>EMPLOYMENT FRACTION:</b>	0.4 FTE – approx. 15 hours per week <i>(reduced hours during School Holiday time may be considered)</i>

### POSITION SUMMARY

The Registrar is responsible for the coordination of all student enrolments and has the oversight of maintaining accurate and up-to-date records of all enquiries, applications and withdrawals.

As a practicing Christian who is passionate about Christian Education, a key objective of this position is to facilitate the communication of the School's mission and philosophy to prospective parents and students, as well as to the wider School community.

Working closely with the Principal, the successful applicant will need to maintain a professional image and have strong communication and administration skills.

### KEY RESPONSIBILITIES

#### Enrolments

- Provide a contact point for all enrolment enquiries
- Conducting tours of school facilities and promoting the unique aspects of LCS to prospective families
- Arrange pre-enrolment interviews in liaison with the Principal and Heads of School
- Organise pre-enrolment testing with the ESU Coordinator
- Liaise with Principal, Board members, Heads of School, Business Manager, ESU Co-ordinator and other staff regarding enrolment applicants.
- Responsible for all documentation, computer processing and communication relating to the admission & withdrawal procedures of the school
- Coordination, preparation & planning of Open Mornings, Playgroup and Orientation Days
- Implementation of Enrolment strategies, policies and procedures in line with the LCS Strategic Plan

<b>New Parent Induction Course</b>	<ul style="list-style-type: none"> <li>• Coordination, planning and management of New Parent Induction courses each term.</li> <li>• Updating the AV's for the NPIC every year in Term 1.</li> <li>• Keeping accurate records of attendance</li> <li>• Establishing relationships with the parents on the day</li> </ul>
<b>OTHER RESPONSIBILITIES</b>	
	<ul style="list-style-type: none"> <li>• Bringing a Christian perspective to bear in all aspects of work</li> <li>• Attendance at devotions, staff meetings / committee meetings when required</li> <li>• Undertaking relevant training and development as and when required</li> <li>• Other reasonable duties as required by the Principal or Business Manager</li> </ul>
<b>WORKPLACE HEALTH &amp; SAFETY</b>	
<p>As a 'Worker' under the Work Health &amp; Safety Act 2012 (Tasmania):</p> <ul style="list-style-type: none"> <li>• Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows): <ul style="list-style-type: none"> <li>(a) Take reasonable care for his/her own health &amp; safety</li> <li>(b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons</li> <li>(c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act</li> <li>(d) Co-operate with any reasonable policy or procedure of the School relating to health and safety</li> </ul> </li> <li>• Report any potential hazards or perceived risks promptly using the School's online forms</li> <li>• Report any Incidents involving injury to themselves or others as soon as possible</li> <li>• Complete an online Health &amp; Safety Induction every 2 years</li> </ul>	
<b>SELECTION CRITERIA</b>	
<b>Desired Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Be committed and active in their relationship with Jesus Christ, and express that relationship in appropriate Christian church community. The expression of that faith will be consistent with LCS's Statement of Faith</li> <li>• Have the knowledge and ability to meet the Work Requirements listed above to a high standard</li> <li>• Demonstrate highly developed written &amp; verbal communication and interpersonal skills with multiple stakeholders of varying ages and needs</li> <li>• Strong leadership skills, underpinned by a genuine interest in Christian Education</li> <li>• Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities</li> <li>• Be able to appropriately handle sensitive information and maintain confidentiality</li> </ul>
<b>Desired Professional Abilities</b>	<ul style="list-style-type: none"> <li>• Qualifications in Business Administration is desirable</li> <li>• Experience in an education facility is desirable though not essential</li> <li>• High level of computer literacy</li> </ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• This is a part-time position for approx. 15 hours per week</li> <li>• Conditions of employment are outlined in the Launceston Christian School Support Staff Enterprise Agreement</li> <li>• Staff are expected to comply with all school policies</li> <li>• A current Working with Vulnerable People (Employment) Card</li> </ul>