



# Christ Church Grammar School

## DUTY STATEMENT

### Assistant Admissions Registrar

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**DATE:** March 2019

**STATUS:** Full-time

**TIME:** Fixed-term, 3 year contract

**HOURS:** 37.5 hours per week. Annual leave and other leave to be negotiated and taken when mutually agreed.

**FACULTY/AREA OF RESPONSIBILITY:** Communication and Engagement.

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**POSITION CONTEXT:**

Established in 1910, Christ Church Grammar School is a Pre-Primary\* to Year 12 Anglican day and boarding school for boys in Perth, Western Australia. The School strives for academic excellence and provides boys with values and skills to succeed in their globalised world. Christ Church Grammar School aims to build good men.

(\*Pre-Kindergarten and Kindergarten commencing 2019)

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**PRIMARY OBJECTIVES:**

The Assistant Admissions Registrar is responsible for managing the administrative processes essential to enrolment of a student. The position demands a high level of organisation, attention to detail and the capacity to deal with all members of the Christ Church community.

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**LINE MANAGEMENT:**

Reporting directly to the Admissions Registrar (AR).

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**WORKING RELATIONSHIPS:**

The Assistant Admissions Registrar is part of a 10 person team led by the Director of Communication and Engagement.

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**DUTIES AND RESPONSIBILITIES:**

- Manage administrative processes essential to the Admissions office including:
  - Data base management (Synergetic)
  - Provide analytical support
  - Generating admission files, letters and communications as directed
  - International student enrolments not managed by external partner (CoEs, PRISMS, health cover etc)
  - Co-ordinate, organise and undertake bulk mailings including Expression of Interest letters, offers and new boy transition documentation

- Mid-year entries and responsibility for following Department of Education directives and school policy regarding interstate and local student transfers
  - Liaising with Finance Department to ensure accountability and accuracy in respect of fees associated with applications and offer acceptances
  - Developing and creating crystal reports
  - Updating forms and letters as necessary or as directed by AR
  - Liaise with technical support in respect of the needs of the Admissions team
  - Managing the annual online scholarship application process
- Build and maintain exceptional relationships with all members of the community. Nurture the client base and respond quickly and efficiently with empathy and diplomacy to enquiries relating to enrolments for current and prospective families.
  - Provide outstanding customer service to prospective and current school families, in person, via email and on the telephone.
  - Manage and supervise Reception in relation to Admissions office procedures including:
    - Checking prospectus letters for accuracy and organising mailing within 24 hours
    - Checking data base accuracy in regard to new applications
    - Prospectus and visitor data collection and analysis
    - All tour requirements (Principal, Preparatory School and Boarding tours)
    - Credit card payments for application and enrolment fees.
  - Conduct School tours
    - Manage Principal's tours including online booking set-up and creation of labels for all visitors
    - Conduct campus tours for prospective families
    - Liaise with Director of Boarding in relation to tours of the boarding facilities
    - Liaise with Head of the Preparatory School in relation to tours.
  - Lead the Admissions office when Admissions Registrar is off-site
  - Other duties may be assigned.

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## **EXPERIENCE AND QUALIFICATIONS**

### This position requires:

- Significant experience directly related to the duties and responsibilities specified
- All applicants must have a federal police check and have completed a Working with Children Check
- The ability to follow instructions and undertake tasks with accuracy and professional competency, within prescribed deadlines
- The ability to answer commonly asked questions from prospective families about the School and the admissions process
- Experience of working with a database - Synergetic highly desirable
- Experience of creating and working with crystal reports highly desirable
- Experience of delivering the highest level of client care to ensure parents, children and visitors receive a warm welcome to the School at all times
- Outstanding interpersonal skills and the ability to communicate with diplomacy, empathy, sensitivity, compassion and understanding of issues relating to prospective and current families

- Attention to detail is essential.
- Work closely and co-operatively with all staff members
- Total confidentiality of school matters and adherence to the School's Privacy Policy
- Experience and proficiency in the applications of Microsoft Office (Word, Excel, Outlook), including advanced spreadsheet manipulations, analysis and charts
- Effective time management skills and demonstrated ability to achieve tasks in a timely and efficient manner
- An understanding of relevant State and Federal regulatory requirements
- Ability to work effectively in a busy environment.

The person must have:

- Initiative
- Flexibility
- Reliability
- Tact and diplomacy
- Ability to maintain confidentiality
- Excellent communication skills
- Ability to work co-operatively as part of a team
- The willingness to assist in other areas of administration as necessary
- Ability to work independently as necessary
- Commitment to continued professional and personal development.

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School Support Staff Enterprise Agreement.
- Opportunity to further your career through PD and study considered.
- Salary will be negotiated according to qualifications and years of experience.
- Salary Level 3.3 to 3.6 - \$71,652.00 to \$75,409.00

Christ Church Grammar School is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.