



Christ Church Grammar School

DUTY STATEMENT

Assistant Admissions Registrar

DATE: May 2025

STATUS: Full-time

TIME: Ongoing

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

FACULTY/AREA OF RESPONSIBILITY: Communication and Engagement.

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

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.

LINE MANAGEMENT:

Reporting directly to the Admissions Registrar.

WORKING RELATIONSHIPS:

The Assistant Admissions Registrar is part of a team of 11 people.

DUTIES AND RESPONSIBILITIES:

- Manage administrative processes essential to the Admissions office including:
 - Data base management (Synergetic)
 - Process enrolment applications
 - 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 scholarship results letters and new student collateral
 - Mid-year entries and responsibility for following Department of Education directives and school policy regarding interstate and local student transfers
 - Consulting with Finance Department to ensure accountability and accuracy in respect of fees associated with applications and offer acceptances
 - Updating forms and letters as necessary or as directed by AR
 - Consult with technical support in respect of the needs of the Admissions team
 - Managing the annual online scholarship application process
 - Managing the exchange student application and enrolment process and communicating updates to the Senior School

- Communicating with families of confirmed students to ensure all documentation is received (school reports, health record, visa, government data), following up as necessary
 - Ordering and managing distribution of parent name badges
 - Liaising with staff regarding new starters
- 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 data base accuracy in regard to new applications
 - Prospectus and visitor data collection and analysis
 - All tour requirements (Principal, Preparatory School and Boarding tours)
 - All Little Learners and Pre-Kindergarten Transition Program requirements
 - Credit card payments for application and enrolment fees
- Conduct School tours
 - ⊖ Manage Principal's tours including online booking set-up and creation of attendee spreadsheet
 - Conduct campus tours for prospective families
 - Consult with Director of Boarding in relation to tours of the boarding facilities
 - Consult with Head of the Preparatory School in relation to tours
- Attending admissions events and field days as required
- Lead the Admissions office when Admissions Registrar is off-site
- Other duties may be assigned.

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Experience related to the duties and responsibilities specified
- All applicants must have a National Police Certificate 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 delivering the highest level of client care to ensure parents, children and visitors receive a warm welcome to the School at all times
- Outstanding people 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 high level 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
- Attention to detail
- Ability to maintain confidentiality
- Excellent communication skills
- Excellent organisational 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

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience
- Salary level 3.1 to 3.6