Registrar – Full Time Position

Moreton Bay Boys’ College (MBBC) is a leading boys College specialising in the education of boys from Prep to Year 12. We offer the PYP and MYP International Baccalaureate program; an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy’s individual abilities, equipping them with the skills necessary to be successful, productive and responsible members of society. All staff are expected to be supportive of the values, Christian ethos of this Uniting Church school.

MBBC is an established school with double stream in P – 9 and aims to further grow enrolments in senior.

The role of Registrar is crucial in the effective management of the recruitment, enquiries, admission, enrolment and retention of our students, and supports key governance activities. The Registrar contributes to the College meeting its business objectives, and external and internal reporting requirements.

This position reports directly to the Head of College.

SELECTION CRITERIA

- Excellent written and verbal communication skills.
- High interpersonal skills, with the ability to empathise, engage and build relationships.
- An understanding of the needs and perspectives of parents in enrolling their children in an independent school.
- Excellent IT and database management skills, with a willingness to learn.
- Be able to demonstrate attention to detail and the ability to manage projects on time and on budget.
- Demonstrated sound event management skills.
- Demonstrated leadership skills in the delivery of business outcomes and/or the management of other people.
- Sound conceptual, analytical and problem solving skills.
- Ability to plan and prioritise workloads to ensure deadlines are met.
- Experience working in a school registrar role, while not necessary would be an advantage.

This position is available from Monday 16 April, or earlier by negotiation 2012.

Applications should address the above criteria and include your Curriculum Vitae with the names of 3 referees. Please send your application to:

Mr Tony Wood
Head of College
Moreton Bay Boys’ College
PO Box 80 Wynnum 4178
Email: employment@mbbc.qld.edu.au by Wednesday 21 March 2012.