Registrar

Duties and Responsibilities

Preamble

The Registrar is expected to support the College community (Head of College, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Vision Statement. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

College Vision

Moreton Bay Boys College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy’s critical thinking; and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens.

1. Appointment

1.1 The Registrar is appointed by the Head of College.

1.2 The position will attract a salary as determined through discussion on appointment and will be reviewed by the Head of College.

1.3 This position is expected to manage completely the College enrolments. The registrar reports directly to the Head of College.

2. Duties and Responsibilities

2.1 General Business Matters
- Maintain accurate numbers lists and projections for current and future years.
- Gather relevant statistical information/data and undertake other duties as directed by the Head of College (e.g., preparation of fee comparisons, SES Address Collection, etc).
- Actively manage wait list to ensure future enrolment enquiries are confirmed.
2.2 Applications
- Enter new applications on to the computer system (TASS.Web) and acknowledge by letter.
- Make any necessary amendments to these at later stages, eg. change of entry year, address, etc.

2.3 Interviews
- Participate in interviews with prospective parents and students from all years.
- Assist with assessments of boys at interview.
- Send initial letters to prospective parents, arrange times for interview, produce letters to acknowledge interview date and time, produce offer letter and conduct tours. Discuss with parents and child, the standards, rules, confirmation procedures etc, of the College.
- Ensure all paperwork is obtained (both signatures on application form, birth certificate, medical information, conditions of entry form).

2.4 Students who leave
- Advise relevant staff.
- Acknowledge withdrawal verbally or in writing.

2.5 Students who commence during year
- Participate in interview.
- Receipt enrolment/confirmation fees.
- Update computer records.
- Advise relevant staff.
- Compile student file and ensure all relevant papers are received.
- Enter medical information onto TASS Web.
- Prepare Orientation pack and arrange to meet with family to go through contents
- Assist student and family in getting uniforms and books and organize for a buddy to welcome the boy on his first day
- Arrange with relevant staff re lockers, desks, email accounts

2.6 End of Year Procedures
- Transfer of new students (from Enrolments system) to Administration system and upgrade existing students.
- Manually insert house and certain details on family record.
- Compile new student files and transfer to student files
- Archive leavers and Year 12 boys who have finished
- Add medical information into TASS.

2.7 General Enquiries
- Respond to phone calls, emails and letters.
- Follow-up enquiries within two weeks.
- Campus tours as arranged by appointment or walk in enquiry.

2.8 Documentation for new students
- Arrange the photocopying, collating etc for all enrolment and orientation documents.

2.9 Receipt of Confirmation Fees
- Send receipt and acknowledgment letter.
- Update files and record receipt number and method of payment on file.
• Update computer records
• Process payment online or via EFTPOS
• Maintain spreadsheet to record when student has confirmed and any amendments to parent records

2.10 Reports
• Prepare monthly board reports for Head of College and Principal and any other information as required.

2.11 Open Days/Expos
• All logistics and arrangements for these events.
• Arrange and man an enrolment display.
• Follow-up new enquiries or special requests for information made at events.
• Data entry for all families who attended in TASS
• Compile debrief report post open day with the Marketing Manager
• Assist Marketing Manager with advertising, ordering relevant collateral
• Arrange email invitations
• Advise all staff of their roles and responsibilities on the day
• Arrange tour guides and organise training

2.12 Prospectus/Initial Inquiry
• Take phone or “in person” enquiries.
• Mail-out Prospectus packs to enquiries.
• Follow-up enquiries within two weeks.
• Liaise with the Marketing Officer regarding updating and printing of Prospectus.

2.13 Scholarship Examination
• Liaise with Head of College regarding parent sessions and tour to be held in conjunction with scholarship examination.
• Update website information and links for registration.
• Answer enquiries regarding the exam.
• Send information to all on our Year 7-12 current families and prospectives listing and others as requested, collate lists and the application forms.
• Liaise with ACER (or other external body) regarding registration and conduct of scholarship examination.
• Provide rolls on the day.
• Arrange morning tea for students.
• Book examination room and liaise with Director of Teaching and Learning who oversees exam.
• Arrange scholarship interviews.
• Advise all applicants in writing of results.
• Prepare letters of offer to successful applicants.
• Attend examination on day.

2.14 MCEETYA Data Collection
• Data entry of information returned.
• Follow-up of responses not returned.
• Download of information to ISQ.
2.15 Organise and co-ordinate New Student Orientation Day
   • Preparation and mailing of invitations.
   • Preparation of documents/handouts and rolls for use on day.
   • Liaison with staff as required.
   • Attendance on day.
   • Participation in parent sessions as required.

2.16 Organise and co-ordinate Prep Orientation and Parent Information Evening.
   • Preparation and mailing of invitations; collation of RSVP’s and inabilities
   • Prepare name labels, class lists and other documents/handouts as required.
   • Liaison with Prep teachers in relation to program.
   • Participation in parent sessions as required.

3. Moreton Bay College

   3.1.1 Liaise with Registrars at Moreton Bay College regarding aligning procedures and processes as per amalgamation
   3.1.2 Keep MBC informed of siblings
   3.1.3 Forward priority lists for intake years prior to determining offers to cross check siblings and connections
   3.1.4 Attend Open Days if available
   3.1.5 Provide information packs for Open Day

4. Requirements

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Note that staff are required to familiarise themselves with the College Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Deputy Head of College) of any misdemeanour so that sanctions may be invoked where required. However within the staff’s Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.