

Enrolments Registrar- Maternity Leave Position

School Enrolments Registrar

This is a maternity leave **full-time** position commencing in March 2019. The position reports to the Business Manager.

Georges River Grammar is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Georges River Grammar embraces non-discriminatory recruitment by providing equal employment opportunity to all, and maintains strict privacy and confidentiality regarding your application.

The Enrolments Registrar is responsible for all aspects of the cycle of enrolment, from advertising, managing the scholarship process, Open Day, tours, all enrolment documentation, data, relevant compliance including CRICOS and managing and implementing all school policies and procedures related to enrolment.

To be considered for the role we are looking for someone who has the following professional skills and qualifications:-

- Previous experience working in an educational context
- A strong knowledge in all areas of census data collection, regulatory requirements, enrolment legislation.
- Experience in PC Schools would be an advantage
- High level organisation and communication skills
- Ability to ensure the efficient and effective operation of the School enrolment numbers including reporting and data analysis
- Ability to work autonomously with minimal direction and meet set deadlines and time frames
- High literacy level
- Be able to work as a member of a team
- Ability to develop and maintain positive relationships with all members of the community
- Friendly outgoing personality, with the ability to take families for tours and respond to their enquiries.
- Willingness to perform other duties as directed by the Business Manager
- Actively support the Anglican ethos of the school

The successful candidate will be required to undergo our screening process.

Personal Attributes

- This position requires the successful applicant to have a Working with Children Check clearance in accordance with the Child Protection (Working with Children) prior to employment at the School.
- Senior First Aid Certificate
- A 'can do' attitude and be a 'hands-on' proactive team player
- Ability to perform all tasks with attention to detail
- Ability to prioritise work schedules by being self-directed and motivated
- Proactive approach to identifying and addressing problems before they arise
- Desire to continue learning new technologies

Applying for the role

Applications, in writing should be addressed to the Business Manager, and should include a letter of application outlining why you consider yourself suitable for the role, as well as a full curriculum vitae.

The closing date for applications is 21 February 2019. All applications, in PDF format must be emailed to The Business Manager via email employment@grg.nsw.edu.au by 4.00pm on the closing date.