



**MACQUARIE**  
ANGLICAN GRAMMAR SCHOOL

## Position Description

**Position Title**      **Executive Assistant / Registrar**

### Purpose of the Position

The Executive Assistant / Registrar is responsible for providing a high level of administrative support to the Principal and Infrastructure Manager.

The role of the Registrar is to develop and implement student recruitment and retention strategies that maximise and maintain enrolments in all areas of the School to contribute to the ongoing financial viability of the School.

This position directly reports to: Principal/ Infrastructure Manager

#### Key Working Relationships

Executive and School Administrative Team.

#### Hours of Work

8.30 am - 4.30 pm

This position may be required to work after hours and occasionally on weekends.

## The Role

### Administration Management

- Diary management, including the scheduling of appointments/ meetings and travel arrangements.
- Acting as the point of contact between the Principal and internal and external stakeholders.
- Manage inquiries.
- Handling incoming and outgoing correspondence to the Principal and Infrastructure Manager.
- Liaise with staff on behalf of the Principal as required.
- Liaise with School Council Members as required.
- Production and proofreading of Principal communications, annual reports and other written materials.
- Perform a wide range of support functions.
- General filing and administrative duties as required.

### Admissions & Enrolments

- Develop and implement an appropriate strategy to maximise student enrolments covering the elements of lead generation, conversion, and retention.
- Manage the relationship between the School and prospective students and their families, from the time of initial enquiry to the students entry into the School.

- Oversee the enrolments process for all enrolments from receipt to initial enquiry through to the interview and approved offers.
- Manage student leavers, including organisation of exit surveys and completion of reporting requirements.
- You will prepare and provide statistical data, attendance data, census reports, and other relevant information to government departments.
- Oversee the mail-outs, data collection, and data entry in relation to enrolment processes.
- Oversee the management of waiting lists.
- Oversee the School's enrolment records database, including Edumate and Enrol HQ.
- Coordination of School events and activities including orientation, School open days, boarding events, and other marketing activities.
- Conduct school tours as required for both boarding and day school.
- Coordinate ACER scholarship testing communications.

## Skills & Knowledge

### Key Selection Criteria

- Certificate IV or above in Business Administration or similar.
- Minimum 3+ years office experience.
- Demonstrated ability to maintain confidentiality and professionalism at all times.
- Highly developed interpersonal skills.
- Strong written and verbal communication skills.
- Excellent knowledge of Microsoft Office and Adobe Suite products.
- Well-organised, flexible, proactive, resourceful, and efficient.

## Professional Requirements

- Actively support the School's mission, as a member of the *Anglican Schools Corporation*, through your professional and personal example both in and out of the School.
- Having an active Christian Faith.
- Be well presented, well spoken, and an ambassador for the School through your demeanour.
- Comply with all Child Protection legislation.
- Demonstrated ability to: Retain highly confidential information with discretion, work under pressure, set priorities and meet deadlines.
- Communicate effectively with a wide range of people, from young students to staff and external community members.
- Comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.
- Maintain a current Working with Children Check clearance and comply with all relevant policies relating to Working with Children.
- Retain current First Aid / CPR/ Anaphylaxis and Asthma certification.
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## Involvement in School Life

- Attendance to Staff Devotions
- Attendance to other staff meetings as required by the Principal and the Executive
- Perform other duties that are deemed appropriate by the Principal and Infrastructure Manager as required.

To apply, please submit:

1. Your CV
2. A completed application for Employment Support and Operational Staff (<https://www.mags.nsw.edu.au/careers/positions-vacant> )
3. A cover letter addressing the Position Description above

Please submit all documentation to [headmaster@mags.nsw.edu.au](mailto:headmaster@mags.nsw.edu.au) by 5 pm on Friday 9th February 2024. Any questions may also be directed to this email.