

POSITION DESCRIPTION

ENROLMENT REGISTRAR

Reporting to: Principal

Employment Status: Full time (8am-4.30pm with 30-minute lunch break)
40 hours per week
(Occasional attendance at weekend and evening events as required)

POSITION PURPOSE

As part of the Marketing and Enrolments Team the Enrolment Registrar takes responsibility for prospective and future families from the first enquiry to commencement at Marsden.

RESPONSIBILITIES

General Enrolment Responsibilities

- Responsibility for the enrolment process, record keeping and data entry for all current and future students in consultation with the Principal and Marketing Team.
- Acting as the first point of contact for families interested in enrolling their child in the school.
- Using the school's systems efficiently to maintain up to date records of every contact and follow up with prospective families.
- In conjunction with the Marketing Team, sending marketing information to prospective families, e.g. notices of open days, scholarships etc. and making post-event contact with families.
- Showing prospective families around the school.
- Accurately managing student and family data within the school's systems from point of first enquiry to finalisation of enrolment.
- Organising appointments for enrolment interviews, tours and time in class.
- Preparing all required documentation (manual and online) to ensure a seamless enrolment experience.
- In conjunction with the Marketing Team organise and participate in enrolment events e.g. Open Days, Experience Marsden Days, Orientation Days etc.
- Organising pre-entry visits for all new students as required.
- Provision of new/departing student information to Finance, Information Systems, Deans and Senior Management Team when required.
- Liaise with the Marketing Team to ensure there is sufficient marketing and enrolment collateral available and that it is up to date.
- Regularly meet with key stakeholders regarding enrolment pipeline.

Additional International Enrolment Responsibilities

- Preparing all documentation for international students including visa renewals and ensuring compliance with current NZ immigration laws.
- Keeping up to date records of all current and future international student enrolments

- Liaising with medical insurances to facilitate processing of medical claims on behalf of international students and ensuring medical insurance policies are procured for international students every year during their period of enrolment.

Data Management

- Updating the school management system with any changes in student information and running annual rollover processes.
- Maintaining ENROL database for Ministry of Education ensuring accuracy and preparing reports twice a year.
- Provision of enrolment reports to the Principal and Chief Operating Officer, including current roll and predicted roll figures.
- Producing reports /queries for other staff as required.

Other Duties

- In the absence of the receptionist, and front office staff the Enrolment Registrar will be called upon from time to time to attend the front desk and answer the phone.

KEY ATTRIBUTES REQUIRED

- Experience in an independent school environment is desirable but not mandatory.
- Ability to build warm, positive relationships with prospective students and families, current school families and staff.
- Excellent verbal and written communication skills.
- Excellent organisational, time management and attention to detail skills.
- Competence in the use of a variety of software packages including the Microsoft Office Suite and education-based databases.
- Ability to produce informative enrolment reports and analysis.
- Ability to work independently and as part of a team.
- Strategic thinking and initiative.
- Proven ability to demonstrate confidentiality, discretion and diplomacy in sensitive situations
- Committed to questioning processes and practices in pursuit of continuous improvement.
- Ability to uphold and promote high standards in all areas of endeavor and to have regard for Marsden's special character and brand.

This job description does not intend to cover every detail that may be required within the role, and the expectation is that any other reasonable requests made by the team will be undertaken.

RELATIONSHIPS

Internal

- Principal
- Principal's EA
- Senior Management Team
- Marketing Team
- Information Systems Staff
- Receptionist
- Director of International Students
- Attendance Officer

- Administration Assistant
- Custodial Staff
- Primary School Administrator
- Students

External

- Parents/caregivers
- International student recruitment agents
- Department of Immigration
- Software Providers
- Ministry of Education

In order to meet the changing needs of Samuel Marsden Collegiate School, this job description may require change from time to time.