



Assistant to the Registrar - Visitor Receptionist

Document Classification: Statement
Published Date: 30 March 2022

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1. Position Summary

POSITION TITLE:	Assistant to the Registrar / Visitor Receptionist
AREA / DEPARTMENT:	Administration
REPORTS TO:	Registrar / Office Manager
QUALIFICATIONS:	Experienced administration assistant with high level data entry and typing skills, competent with the Microsoft Office products (including Word, Excel, and PowerPoint) and familiar with school data management systems (Synergetic, SEQTA and PRISMS) is desirable. Ability to provide high level administration service to the Registrar and Office Manager.
ADDITIONAL KEY RELATIONSHIPS:	Heads of Schools, Business Manager, Office Manager, Administration Staff
FULL TIME EQUIVALENT	1.0

2. Position Description

2.1 Primary Objectives

- To support and maintain the Christian ethos of Oxley Christian College (“the College”), demonstrating a dynamic Christian faith and a unity of purpose and loyalty to all staff, and adhering to the policies and procedures of the College.
- Ability and willingness to be an effective member of the College Administration Team, providing excellent administration support to the Registrar and Office Manager.
- To work within a multi-disciplinary Administration Team, in a very busy office environment, maintaining a personal appearance appropriate within the College setting and in accordance with the approved dress code.

- d. To establish and maintain good relationships with other Administration Team members, teachers, and other staff, by recognising the contribution each member makes to the College.
- e. To demonstrate a high level of computer proficiency and accuracy, particularly using Microsoft programs, the internet, PRISMS, and student data administration software.

3. Assistant to the Registrar

3.1 Role and Responsibilities

The role and specific responsibilities of the Assistant to the Registrar include the following:

- a. Assisting and working collaboratively and effectively with the Registrar and other Administration Team members, providing high level support to the Registrar on numerous issues.
- b. Working closely with the Registrar, providing a comprehensive administration service and carrying out all other tasks as may be requested by the Registrar.
- c. Utilising the College student and community data management systems, ensuring accurate data input for all new enrolments.
- d. Managing annual organisational processes and correspondence.
- e. Attending to other duties as directed by the Registrar.

4. Visitor Receptionist

4.1 Role and Responsibilities

The role and specific responsibilities of the Receptionist within the Administration Team include the following:

- a. Assisting and working collaboratively and effectively with the Office Manager and other Administration Team members, providing high level support to the Office Manager on numerous issues.
- b. Managing the public entry reception area, attending to all enquiries, including answering incoming telephone calls and directing calls to the relevant persons or areas.
- c. Communicating effectively with persons of all ages and from a wide variety of cultural and economic backgrounds.
- d. Processing payments from parents for school fees and liaising with the Accounts Receivable Officer.
- e. Assisting in the planning, implementing and monitoring of arrangements to guard the care, safety, security and general wellbeing of all students in attendance at the College including compliance with Child Safe Standards.
- f. Maintaining up-to-date Child Safe records for all visitors, contractors, and non-staff workers.
- g. Scheduling bookings for staff and monitoring the Interview and Conference Rooms.
- h. Maintaining strict confidentiality of documentation and files held at the reception desk, ensuring the contents are not visible to visitors or office staff.
- i. Attending to other duties as directed by the Officer Manager. (The staff member may be asked to fulfil a different function within the Administration Team environment, as required.)

4.2 Other Responsibilities / Duties

- a. Attending relevant meetings as required.
- b. Attending weekly devotions with Administration Office staff.

5. Performance Appraisal

An annual performance appraisal is carried out by the Registrar in conjunction with the Office Manager.

6. Confidentiality

The employee must maintain a strict confidentiality with reference to all matters relating to students and staff, both within the College and outside the College, in accordance with the provisions of the Privacy Act 1988 and the Australian Privacy Principles. In addition, it is expected that employees will keep their salary terms and conditions confidential.

7. Health and Safety

The employee is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the employee in the workplace, and to maintain a thorough knowledge of emergency procedures and contacts.

8. Quality Assurance

The employee is required to participate with any Quality Assurance Programs from time to time and to be committed to excellence in all aspects of care and cost containment within their area of responsibility.

9. Special Requirements

Attend College public and after hours functions as requested by the Principal.