



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

Admissions Registrar
Schedule of Responsibilities and Person Specification

Reports to: Director of Advancement (DoA)

Functional Relationships

Internal

- Executive Principal
- Deputy Principals
- Finance Team
- College Executive
- Advancement Team
- Non-teaching staff
- Housemasters
- Matrons
- Teaching staff
- Boys

External

- Parents and boys
 - Partner schools
 - Old Boys
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Person Specification:

The Admissions Registrar must possess a high level of organisational ability and the capacity to deal with any member of the Christ's College community. The Admissions Registrar's job is pivotal to the smooth operation of the school, and by its nature demands a high level of professionalism.

- Represent Christ's College in a warm and professional way, which will encourage families to have confidence in the school. This means keeping abreast of the interests of the whole school and developments within it, future strategic planning objectives, and Government educational policy changes
- Nurture the client base and respond quickly and efficiently with empathy and diplomacy to enquiries relating to enrolments for current and prospective students
- Be interested and involved in all aspects of school life and interact with teaching and non-teaching staff as much as possible to ensure that the role is valued by the school community
- In-depth understanding and expertise in
 - Synergetic
 - Excel

Other Skills Required

- Self-starter
- Ability to work autonomously, and also as part of a team
- Relationship-building and strengthening
- Excellent organisational skills
- Ability to prioritise work, and meet deadlines
- The ability to work with, and relate to, a wide variety of people

General Conditions

1. The hours of work will generally be 7.5 hours per Monday to Friday. However, additional work is required from time to time, particularly while travelling.
2. The Admissions Registrar is expected to dress appropriately to the duties being carried out
3. Be prepared to travel widely and extensively to represent the school and recognise that this is integral to the role of Admissions Registrar

Key Responsibilities

- Work with the Director of Advancement to develop overall strategies to strengthen enrolment applications in the school, both day and boarding
- Liaise closely with the Executive Principal (who holds ultimate responsibility for enrolments) through the DoA in all these matters regarding student numbers and provide monthly statistics regarding current and future enrolments and other statistics as required
- Work closely with the International Student Manager to assist with international enrolments and integration to College
- Work in partnership with all members of the school community to improve the development and implementation of admissions procedures
- With the Advancement Team, maintain and amend the Admissions section of the website
- Plan with the DoA and the Executive Principal, strategies to cultivate new enquiries and convert enquiries into applications, and acceptances into enrolments

- Work with the DoA to develop collateral for the Advancement Team by continually assessing and improving
- Assist the DoA with the management of the annual budget allocated to deal with the above, and help develop for each following year the budget that will allow the next year's goal to be achieved
- Organise the interviews for prospective students and their parents as appropriate

Key Deliverables

- Clear communication to current and prospective families detailing the enrolment process
- Meeting enrolment targets year-on-year across all Year levels
- A well-managed wait list to ensure school numbers are maintained as instructed by the Executive Principal
- Plan and execute the enrolment examination process for scholarships
- Review new boys' overall suitability via school reports with the Deputy Principal – Student Care and Executive Principal
- Accurate maintenance of the Synergetic database
- Follow up each attendee at Open Days and tours via targeted activity
- Monthly reporting of prospects, enrolments and conversion matrix compared to previous year's data
- Manage the customer relationship programme from initial enquiry to various touch points depending on the stage of their cycle
- Deliver an Induction Programme for new families – begin post enrolment until the introduction of the school year