Brighton Secondary College

POSITION DESCRIPTION

Registrar, Parent Finance Administrator

POSITION ANALYSIS:
This position is generally the first point of contact for parents interested in sending their child/children to Brighton Secondary College. The role requires excellent communication skills and presentation skills as school tours require the Registrar to showcase the College. The Finance Administration aspects of the role require a high level of skill and accuracy with document production using advanced word, excel and one note. Management of individual families’ financial requests is an important confidential part of the role. The operating systems of Compass, CASES 21 and prior experience in a Secondary School setting are highly desirable.

POSITION DESCRIPTION:
The main duties to be performed by the Registrar, Parent Finance Administrator appointed to this role are to:

1. Ensure the accurate recording and maintenance of Student/Family data in CASES 21/Compass for preparation of Census Data, including international student enrolment for the Principal and teaching staff, including the processing of student admissions, registrations, enrolments and transfers
2. Confidential communication with the College families and management of data requiring a high level of technical skill, maturity and sensitivity towards individual family requests
3. Provide support to the general office with reception, parent enquiries, processing receipts, end of day reconciliation and banking
4. Manage the College Seal application and selection process by providing a key support to the Seal Coordinator
5. Other duties as directed by the Principal

Selection Criteria
Please email your application for this position to ker@brightonsc.vic.edu.au addressing the selection criteria as detailed below.

SC1 Demonstrated experience and skills in coordinating the responsibilities of the Registrar in a Secondary College setting, including the coordination and conduction of school tours
SC2 Demonstrated high level of oral and written communication skills in dealing sensitively and maturely with the College wider community
SC3 Process the technical knowledge and expertise in the proficient use of CASES 21 Administration, Families Finance, Compass and document production using word and excel
SC4 Demonstrated capacity to provide advice and support to management to ensure the continued smooth operation and accuracy of the student enrolment and families finance process
SC5 Demonstrated commitment to professional learning and growth for both self and others