



JOB DESCRIPTION

Job Title:	Boarding Registrar
Job Type:	Full-Time
Salary Classification:	NT Christian Schools AO3,1 (6 wks AL)
2018 Salary Range: (Full-time)	\$58,006 Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Family Group Home Manager
Date Advertised:	March 2018

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the *What We Believe* statement. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Primary Role

Our Family Group Homes Program offers remote indigenous students accommodation in suburban houses in a family type setting. We currently have 10 houses within our program, and each house can accommodate 10 boarding students and has dedicated houseparents (generally a married couple). Boys and girls are accommodated separately. Our Boarding Registrar plays a crucial role in this program, by providing administrative support for the Family Group Home Program, travel to and from communities, College Boarding enrolments and Abstudy funding of our Indigenous boarding students.

NT Christian Schools desires to be "a Christian community learning together to live life as God intended, offering hope for the world".

Specific Responsibilities

This position reports to the Family Group Home Manager and simultaneously works very closely, and in full cooperation, with the Office Manager and the Senior Enrolment Officer. Under the direction of the Family Group Home Manager, in relation to Indigenous students accommodated within the Family Group Home Program at Marrara Christian College, the Boarding Registrar is responsible for:

- Sending enrolment application forms and information to communities; visiting communities on occasion, as requested by the Family Group Home Manager
- Processing of Enrolments (Entry and Exit of all boarding students) from initial inquiry to enrolment completion. Including:
 - Ensuring enrolment information is well presented and up to date
 - Promptly responding to enquiries
 - Data entry into *Maze* and *Compass* databases
 - Communications with Section Admin Assistants, Heads of Schools, Teachers and Houseparents
- Ensuring student data is accurately represented and maintained on *Maze* and *Compass* databases
- Requesting guardians complete all paperwork required for boarding students' Abstudy claims
- Arranging all start and end of term travel for boarding students in accordance with the Family Group Home Manager's instructions and Maintaining up-to-date records on the database, of travel successfully undertaken by students
- Arranging for additional special travel of students home and return during term, where such travel conforms to Centrelink requirements, is duly authorized and a minimum of seven (7) working days' notice is provided
- Submitting various Abstudy claims each term or semester, together with such supplementary information and attendance checks as required by Centrelink, and keeping appropriate records of supporting documentation
- Claiming for reimbursement of travel expenses incurred for emergency travel home of boarding students
- Submitting Isolated Student Education Allowance each semester, together with such supplementary information as required, and keeping appropriate records of supporting documentation
- Maintaining the information on the Family Group Homes Program section of the College website as well as the Family Group Homes Program Facebook page
- Assisting the Family Group Homes Manager in actively promoting the Program within the College and broader community, by contributing towards articles in the College newsletter and the College Yearbook
- Other duties as directed by the Principal

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Selection Criteria

- Ability to reflect the Christian faith underpinning the school
- Demonstrated capacity to be a constructive member of a diverse, and yet cohesive team
- Good inter-personal skills and demonstrated ability to communicate effectively at all levels
- Demonstrated ability to work unsupervised and to respond calmly in high pressure situations
- Demonstrated experience in working under pressure, capable of handling a high volume of calls and emails
- Strong administrative and organisational ability
- Demonstrated ability to multi-task and prioritise
- Excellent computer skills in a MS Windows environment
- Cross-cultural experience (preferably with Australian Aboriginal people)
- Current Northern Territory Driver's Licence
- NT Working with Children (Ochre) Card

Desirable

- Previous experience with *Maze/Compass* databases, or similar
- Previous administration experience in a school environment