



Registrar

Full Time position - immediate start or 2023

OCS is seeking an experienced school Registrar to be responsible for all enrolment matters for OCS from Prep to Year 12, managing the enrolment process, and maintaining compliant records for the period of enrolment.

The successful applicant will be an active member of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School.

A full job description is below.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants should download and fill out the application form and email to Jaimie at ocse@ocs.nsw.edu.au, or call (02) 6362 7258 for more information.

Applications close 10th October, 2022

Orange Christian School – Position Description

Position Title:	Registrar
Full Time/Part Time:	Full Time
Reports To:	Principal

Orange Christian School (School) is a Prep to Year 12 School and the role applies across the school. The School culture is one of close collaboration across the school. The vision of the School is:

“To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God.”

Each staff member is to be active in promoting this vision through their role within the School.

THE ROLE

The Registrar is responsible to the Principal. The Registrar’s key role is to welcome families, facilitate the enrolment process, and to monitor and report student attendance.

An additional role, as a member of the OCS Community Development Team (CDT), is to communicate with the School community and the wider community, to build enthusiasm, commitment and parent-partnership amongst the parent body and wider School community.

The Registrar is responsible to the Principal.

INVOLVEMENT IN THE LIFE OF THE SCHOOL

This will involve:

- attendance at staff meetings as required
- attendance at CDT meetings as required
- Involvement in school events as required. For example, Thanksgiving and Dedication Services
- participation in staff devotions

THE APPLICANT

The Registrar shall:

- Possess a passion for Christ and a lifestyle exhibiting Christian character. Be willing and able to share Christian faith in both word and deed, through their role within the School
- Be an active member of a Church community
- Show a commitment to and understanding of the Prep to Year 12 school context

- Maintain exceptional communication skills and demonstrated ability to build rapport
- Maintain strong administration and organisational skills
- Maintain outstanding customer service skills, and a warm and friendly manner
- Maintain ability to respect privacy and deal with sensitive information in a professional manner
- Maintain high level of attention to detail
- Be proactive and flexible to adapt to changing school requirements and needs
- Possess high level computer skills including Microsoft Office.
- Maintain ability to work and maintain school database and Customer Relationship Management System.

RESPONSIBILITIES

One of the primary functions of the Registrar is to manage the student enrolment process. All school matters should be handled with confidentiality, respect and with a serving attitude.

- Communicate the School's vision and mission to prospective families and run school tours
- First point of contact for all enrolment enquiries
- Managing enquiries, applications, admission process, waitlists and withdrawals
- Prompt and timely communication with families for all enrolment matters
- Organising tours, experience days, and enrolment interviews
- Part of team planning, organizing enrolment and orientation activities and attendance and involvement in such events as required
- Coordination and communication of student enrolment assessments
- Liaison with school leaders and Principal in relation to enrolment and withdrawal
- Data entry of enquiry and enrolment information, student subject selection and maintenance of enrolment records
- Maintaining accurate enrolment information including managing waitlists, enrolment forecasts and statistics in order to inform marketing and meet compliance and funding requirements
- Follow up of unexplained absences of students, including contacting parents where sufficient information has not been provided regarding student absences, and updating school records in accordance with attendance procedures.
- Be prepared to assist the with administration tasks such as photocopying front reception, answering telephones, receipting of monies and first aid
- Administrative assistance with events management
- Treat families with impartiality and free from direct and indirect discrimination
- Ensure that equipment is respected and maintained to an optimal level of safety

PROFESSIONAL DEVELOPMENT

The Registrar shall:

- Undertake any reasonable recommended professional development provided by the School as directed by the Principal or Business Manager, where the professional development is provided within the normal hours of work.
- Keep up to date with enrolment requirements with appropriate authorities and update Senior Management accordingly.

STAFF

The Registrar shall:

- Seek to maintain positive, encouraging and supportive relationships with the staff with whom they work
- Develop positive channels of communication to ensure smooth operation of the administration within the school and a healthy team environment
- Be cognizant of Work Healthy and Safety related to the responsibilities of the role

ACCOUNTABILITY

The Registrar shall:

- Report directly to the Principal
- Provide any information to the Business Manager as and when required
- Provide relevant information to the Deputy Principal in regard to student welfare or learning issues



Orange Christian School

A Prep to Year 12 School

VISION: To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God

Employment Application Form

Mandatory Requirements

Please return this form together with:

- Cover letter addressing requirements for the position
- Your resume
- Working With Children Check number
- Copies of relevant qualifications/ academic transcripts
- Letter from current minister/ pastor
- Any other supporting documentation
- NESA Teacher number + accreditation status (teachers only)

Applicant's Name:

Position applied for:

- Full-time
- Part-time
- Casual

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Jaimie Honeysett, Principal's Assistant. **Email:** ocs@ocs.nsw.edu.au

The Principal, Mr Ken Greenwood

Orange Christian Schools Ltd 500 Cecil Road ORANGE NSW 2800

Ph: 02 6362 7258 **Fax:** 02 6362 7441 **email:** ocs@ocs.nsw.edu.au

www.ocs.nsw.edu.au A.C.N. 002 302 776 A.B.N. 50 002 302 776

Please complete in BLOCK LETTERS

Questions marked with an asterisk (*) are optional

Title *Country of birth

Surname *Nationality

Given name/s *Aboriginality Aboriginal
 Torres Strait Islander
 Both Aboriginal and Torres Strait Islander
 None

Teachers only – NESAs number

Date of birth
Required for verification of WWCC

*Gender *Marital status

*Children
If you are considering enrolling your children at the school, into which year/s would they be enrolled?

Street Address

Suburb Postcode

State Postal Address, if different

Phone

Mobile

Email

CHILD SAFETY REQUIREMENTS

Please note: It is an offence under the *Child Protection (Working with Children) Act 2012 (NSW)* for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work. Further details: www.kidsguardian.nsw.gov.au

WWCC No. Expiry Date

CHRISTIAN FAITH AND EXPERIENCE

Church you attend:

How long have you attended: Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

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Describe your habits regarding prayer and Bible study:

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Please state, in a few words, your view of Scripture:

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What is your motivation for working in a Christian School?

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Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

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Describe your approach to creating a productive and effective classroom environment:

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What values do you seek to model as a teacher?

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Outline your experience in curriculum development:

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PERSONAL INFORMATION

HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? Yes No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) Yes No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

OTHER MATTERS

Are there any other facts, limitations or issues of which the school should be aware?

QUALIFICATIONS

Please attach copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

Please note: If your application progresses to an interview, you will be required to provide certified copies of your educational qualifications.

EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list:
Skills/ competencies that you possess e.g. First Aid Certificate
Interests/ hobbies where you have special training or ability e.g. music
Community or service groups you are involved with

REFEREES

Please include details for at least one referee for each category below.

Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

Character Referees (Friend or Colleague):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Professional Referees (Principal, Supervisor or Employer):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Pastoral Referees:

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

STATEMENT OF FAITH

We believe:

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

DECLARATION

I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.

I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.

Applicant's Name (print): Date:

Signature.....

- In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available
- I DO NOT agree to the school keeping my application on file

PRIVACY STATEMENT

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used for the purpose of assessing your application and, if successful, for administering your employment at the school. The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.