Front Office/Registrar

Sophia Mundi is an inner city Steiner School located within the beautiful surrounds of the Arts and Educational Precinct at the historic Abbotsford Convent. We are the only Steiner school in Australia and one of only a handful worldwide to offer the International Baccalaureate qualification.

We are seeking to appoint a professional, motivated and engaging person as a key member of the school’s administration team. Whilst you will be involved in a range of day to day tasks including reception and office administration, the primary focus of the role is to act as the person of first contact for new enrolment enquiries. The successful applicant will manage the enrolment process and maintenance of student record systems. The position carries considerable responsibility for the presentation of the school to the general public and as a key contact for the school community. The position is full time.

Reporting to the Administration Manager, the position is located in the school office and involves close collaboration with the school’s administration, accounts and teaching staff.

Key responsibilities include:

- Respond to school enquiries in a timely manner
- Arrange bookings for school tours and other events
- Provide accurate and relevant information to prospective families
- Maintain an accurate database of prospective families
- Manage waiting lists, interviews and enrolment procedures
- Maintain and provide up to date enrolment information to management, including new enrolments and school leavers
- Liaise with the Cultural Exchange Coordinator to facilitate and coordinate cultural exchange student placements, and manage their information requirements and student records
- Ensure compliance with the School Enrolment and Attendance Policies
- Maintain accurate and up to date student database records and physical files
- Ensure the security and privacy of all student information
- Ensure accurate collection, recording and follow up of student attendance
- Assist in the marketing and promotion of school events
- Assist in the creation and distribution of school marketing and information materials
- Assist in first aid response and sick bay care
- General administrative and clerical duties as required
Key Selection Criteria

The successful applicant will have:

- strong written and verbal communication skills
- excellent interpersonal skills
- advanced skills in Microsoft Office Suite (experience with the Apple Creative Suite would be advantageous)
- a strong attention to detail and excellent record management skills
- enthusiasm for Steiner education
- a proven capacity to order priorities and use initiative
- the ability to work collaboratively with the wider school community
- ability to maintain confidentiality and integrity in the workplace

Current Level Two First Aid Certificate, Anaphylaxis training and Working with Children Check is required.

Please submit applications to enquiries@sophiamundi.vic.edu.au

An above-award salary is offered, based on skills and experience.

Applications close Monday 22 April 2013