

Assistant College Registrar
Central Office, Joondalup
Full time 1.0 FTE
Commences Term 2, 2022

About Alta-1 College

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across the state. The College was started in Western Australia in 2004 and has since expanded to Queensland in 2015. We function as a multi-campus school, with nearly all Alta-1 Campuses deliberately utilising the premises of an existing church community. As a College, we intentionally work with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk. The students we see are between 12 and 18 years of age and are provided a pathway to complete their secondary education.

Recognising that young people learn best when they feel connected and safe, Alta-1 delivers education in a small school environment while also delivering a well-developed therapeutic recovery model. This unique model provides an environment of belonging for the students encouraging them to acknowledge, confront and resolve negativity while engaging in a journey of healing, restoration, identity formation and purpose finding.

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

The opportunity

Do you have a heart for young people? Would you like the opportunity to help improve the lives of disadvantaged and disengaged teenagers?

This is a fantastic opportunity for a dedicated and passionate administrator, with a heart to play a role in the lives of our students through administrative support to the Director of Student Outcomes and College Registrar in relation to processes whereby the school enrolls, monitors, and supports its students. Coordinate and assist with SIRS data processes in conjunction with administrative support and general office duties.

Key responsibilities

- Maintaining records of student enrolment and attendance for both quality assurance and funding purposes.
- Support the operations of student database systems such as SEQTA, Synergetic and SIRS.
- Assisting with processes and practices regarding long-term non-attending students.
- Provide administrative support to Director of Student Outcomes and College Registrar.
- Other administrative duties as required.

About you

Essential requirements to be considered for the role

- A Christian committed to demonstrating that their beliefs and values are real and impact their daily life
- Meet the requirements to be granted a Working With Children Check and Nationally Coordinated Criminal History Check
- To be fully vaccinated (Covid 19) as per the government mandate for education workers
- Administrative support experience
- A great eye for detail

For more information regarding the function and requirements of this role, please refer to the job description below.

Benefits of working for Alta-1 College

- Attractive salary packaging options available
- A fun and friendly Christian working environment

How to apply

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply.

To be considered, all applications must include:

- **cover letter**
- **separate document addressing the selection criteria**
- **current resume**
- **statement of faith or a written reference from your pastor**

You can locate the selection criteria in the job description below.

Please submit applications and queries regarding this role via email to recruitment@alta-1.wa.edu.au addressed to the Director of Student Outcomes, Shelley Forbes.

Application closing date is Sunday, 15th May.

Alta-1 encourages you to apply for this position as soon as possible and reserves the right to close this vacancy without notice.

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www.alta-1.com.au

Selection criteria and job description

Alta-1 College Assistant College Registrar

Selection criteria

Please ensure you address the below selection criteria in no more than four pages and submit, along with a cover letter, your resume and written pastoral reference or statement of faith.

Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working With Children Check and a Nationally Coordinated Criminal History Check.
4. Demonstrated sound understanding of office administration procedures.
5. Intermediate to advanced knowledge of Microsoft Office Suite.
6. Proven record of self-motivation, efficiency and professionalism.
7. Demonstrated capacity to work a part of a team.
8. Ability to interact with a range of clientele in various capacities.
9. Experience in a similar role which included data entry, data management and high computer literacy.
10. Proof of being fully vaccinated (Covid 19), as per government mandate for education workers

Desirable

1. Previous experience with Census, SEQTA, Synergetic and/or SIRS.

Job description

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

Primary role

The primary role of the Assistant College Registrar within Alta-1 College is to provide administrative support to the Director of Student Outcomes and College Registrar in relation to processes whereby the school enrolls, monitors, and supports its students. Coordinate and assist with SIRS data processes in conjunction with administrative support and general office duties.

Role Domains

The role of the Assistant College Registrar is built around the following domains:

- Maintaining records of student enrolments and attendance for both quality assurance and funding purposes.
- Support the operation of student database system such as SEQTA, Synergetic and SIRS.
- Assisting with processes and practices regarding long-term non-attending students.
- Provide administrative support to the Director of Student Outcomes and College Registrar.

Responsibilities of the Role

Professional Responsibilities:

- The Assistant College Registrar serves as a member of the school's administration team
- The Assistant College Registrar is required to maintain collegial and professional relationship with other members of the staff across Alta-1 College.
- The Assistant College Registrar is expected to actively support the Christian ethos of Alta-1 College.

Specific responsibilities of the Assistant College Registrar within the Alta-1 College office include the following:

Support student data management systems

- Assist with the standard operating procedures for student management systems and data for the whole College.
- Provide student management system training and mentoring for Regional Administrators and others as required.
- Provide training in SEQTA and recording attendance for new and continuing staff.
- Provide staff training in SIRS as required.
- Help coordinate registration information for all students in Transition in consultation with Regional Administrators.
- Support the process of student transfers from one campus to another in consultation with Regional Administrators.
- Help coordinate student exits from all campuses in consultation with Regional Administrators.

Training new administration staff

- Collaborate with Regional Administrator Coordinator and College Registrar to provide training of administration staff.

Data processing and reporting

- Assist the College Registrar with extracting data from appropriate database(s) and collate reports for annual Department of Education (Commonwealth) census, STATS, and as required.

- Assist the College Registrar with extracting data from appropriate database(s) and compile the student attendance data required for quarterly DES (State) per capita report.
- Assist the College Registrar with extracting data from SIRS and collate reports as required.
- Collate, upload and maintain student and enrolment data in SIRS in compliance with SCSA requirements.
- Collate, extract and upload data as appropriate between SEQTA, SIRS and other applications.
- Help maintain the Student Whereabouts Unknown (SWU) list from AISWA.
- Collate and submit ABSTUDY and Centrelink checks.

Overseeing process and practices regarding long term non-attending students

- Ensure policy and procedures are followed by College staff regarding student attendance and exiting. Provide support when staff require assistance.
- Ongoing communication with Regional Principals regarding the management of long-term disengaged students.

Vocational Education and Training

- Develop and maintain VET database.
- Prepare documentation for external submission.
- Maintain database of student movement and enrolments in VETdSS.

Office and general duties

- Administration support to the executive team as required.
- Other duties as directed.

Reporting relationship

The Assistant College Registrar is responsible to the Director of Student Outcomes.

External relations

Public relations (eg. contact with the media, police and other external organisations) is the responsibility of the Executive Officer or delegate.

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