Caroline Chisholm Catholic College Position Description – Part Time Registrar

**CLASSIFICATION: Educational Support Officer**

**REPORTS TO: Head of Admissions**

The Registrar is responsible for all aspects of student enrolment including meeting with prospective applicants, organising enrolment interviews, confirming enrolments and notification of withdrawals, communication with local primary schools regarding enrolment processes and events and promotion of the College within the community.

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| **Duties** | |
| Specifically, the duties include; **Administrative Duties - Enrolments**  * Support with the updating and maintenance of the enrolment register * Liaise with the Deputy Principal’s regarding timely interviews of prospective students and preparation of all relevant documentation for the interviews * Support the Head of Admissions with enrolment offers * Respond to any enquiries as necessary including Full Fee-Paying international student enquiries * Arrange all letters and correspondence for new confirmed students * Allocation of students into appropriate Learner Mentor groups and Core Learning Classes in collaboration with the Timetabler * Liaise with the Deputy Principal of Student Wellbeing regarding transition of integrated and refugee students * Liaise with the Family Partnerships team to run Primary School Transition visits as required * Assist in the building of meaningful and mutually beneficial relationships with all feeder primary schools * Support the Head of Admissions as required  **Database Management**  * Ensure timely distribution and collation of Student Information Forms and enrolment updates * Provide statistical data for the Principal (this will include current enrolments, ongoing enrolments and projections for the future) * Ensuring that each student’s electronic file is accurate and maintained * Support the applications process into College database as required  **Promotions**  * Support the Head of Admissions with enrolment update timeline for incoming Year 7 students including organisation of   + Year 7 PIN   + Orientation Day   + Testing Day   + Primary School Transition visit   + Open Day   + Taster Day   + Musical Matinee viewing   + Trivia Night   + Transition evenings at Primary Schools * Communicate student enrolments and withdrawals with all parties including Student Administration, Accounts, ICT and relevant House Coordinators and Director of Campus * Liaise with key staff to implement appropriate needs of newly enrolled students * Communicate with Principal or delegate regarding student vacancies and applicants on waiting list. * Liaise with key staff regarding promotional and transitional events  **Communication**  * Contribution to the college community * Provide high level customer service to parents in their initial contacts with the college, by phone, email or in person regarding enrolments * Maintain relationships with local primary schools * Create relationships within the College community * Assist in college events for example – College Opening Mass, Sacred Heart Day, College Athletics Day   **General**   * Assist with marketing and communication in the College * Work with the Developments team to support various duties and projects. * Keep abreast of College software / data packages   **Team Culture**   * Positively contributes to building effective team culture * Positive assistance to team members and other teams to successfully achieve tasks within time frames * Organisational decisions implemented and reinforced in a positive way |
| **Key Performance Indicators** |
| * Annual enrolments * Accurate entry and exit data within 48 hours of documentation * Student data entry is 100% accurate and maintained * Accurate data records documented and accessible to College Leadership |
| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.  **Other duties as directed by the Principal** |
| **Selection Criteria** |
| * A commitment to Catholic Education * Appropriate qualifications and/or experience * Experience in the use of computerised database systems * Knowledge of Windows based computer applications is essential * The ability to work under pressure with accuracy * Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines * Ability to exercise high work ethics * Ability to work under limited direct supervision and to exercise discretion within established work practices * Highly developed oral and written communication and interpersonal skills * Experience in working within a team environment * Holds valid Working with Children Check * National Police Check |
| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.  This position will undergo a performance review during the tenure period. | |
| Caroline Chisholm Catholic College is a Child Safe School | |