

# Executive Assistant /Registrar

## Description:

The Executive Assistant to the Principal assists the Principal, Deputy Principals and Business Manager in the day-to-day administration of the College and provides high level support to them in managing their leadership responsibilities and commitments.

The Registrar is responsible for the enrolment process and liaises with prospective parents, pupils and local schools. The Registrar assists the College Leadership Team in the promotion and marketing of the College through appropriate and effective communication.

The position will be based at the Mary's Campus West Melbourne. However, you may be required on occasions to attend the St Brigid's Campus.

## Specific Duties:

- Provide administrative support to the Principal, Deputies and Business Manager
- Manage all aspects of the student enrolment process.
- Maintain information required for census, enrolment status reports and statistics.
- Responsible for maintaining the overall integrity, accuracy and consistency of the student and family database.
- Assist with College promotions and marketing as directed.
- Provide support for the events and activities of the College.

## Application process:

Applicants for the Executive Assistant / Registrar position should present a covering letter including the following:

- An outline of the reasons for your application for this position
- A response to the key selection criteria detailed within the position description.

Your covering letter should be no more than three pages.

Please include the following with your application:

- A detailed resume
- Names and contact details of three referees.

Applications are to be emailed to [hrayner@sccmelb.catholic.edu.au](mailto:hrayner@sccmelb.catholic.edu.au) by 4.00pm Friday 9 July 2021. (Please note only candidates required for an interview will be contacted after the initial email acknowledgement of the application for the position.)

# **Executive Assistant /Registrar**

## **Description:**

Simonds Catholic College is a Catholic school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine.

This role description is written in light of the Mission and Vision Statements of the College. Our Vision is to develop confident, well-rounded young men who have hope for their future. The College is characterised by a strong set of values that underpin the way we live and work. We enact the College's values being Catholic Beliefs and Teachings, Inclusivity, Pastoral Programs, Fully Committed Teachers, Respectful Behaviour and Motivated Students.

## **Commitment to Ethos and Values**

All staff in a Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.

## **Simonds Catholic College is a Child Safe School**

Simonds Catholic College holds the care, the safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors, and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

## **Description:**

The Executive Assistant to the Principal assists the Principal, Deputy Principals and Business Manager in the day-to-day administration of the College and provides high level support to them in managing their leadership responsibilities and commitments.

The Registrar is responsible for the enrolment process and liaises with prospective parents, pupils and local schools. The Registrar assists the College Leadership Team in the promotion and marketing of the College through appropriate and effective communication.

## **Attributes and Competencies:**

- A lively and practical support to the Catholic nature of the College.
- A firm belief in, and commitment to, the mission, vision and values of the College and an ability to articulate and promote these.
- Excellent verbal and written communication, editing skills, together with a creative approach.
- Highly developed computer skills with experience in relevant software including Microsoft 365, Adobe Suite, Synergetic, Enquiry Tracker, ICON, and SIMON.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Professional Learning activities that the College offers.
- Demonstrate an understanding of key priorities of the legal requirements surrounding child safety.

## **The Executive Assistant to the Principal:**

This position is an important administrative position within the College and actively supports the College Administration in their duties as required.

### **The role is significant in the administration of the College. The following are important:**

- That due to the nature of the role, confidentiality in all matters is seen as highly significant.
- While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.

You will be based at the Mary's Campus West Melbourne. However, you may be required on occasions to attend the St Brigid's Campus. You acknowledge and accept that Simonds Catholic College is a Multi-Campus College, which means you may be required to perform work from either campus.

## **Key Selection Criteria:**

- Strong commitment to the ethos of a Catholic School.
- Ability to establish and build strong relationships with both prospective and current families as well as with colleagues and external stakeholders.
- Outstanding inter-personal and communication skills that build and maintain effective and positive relationships at all levels within and outside the College.
- Excellent verbal and written communication skills.
- Experience leading and managing SEO/SEM, social media and/or other display advertising campaigns.
- Advanced level of administrative and organisational skills with the ability to work independently as well as part of a team and demonstrated experience in a busy, high level administration role.
- In-depth knowledge of a range of software applications including Microsoft 365 and Adobe Creative Cloud.

## **Key Selection Criteria continued:**

- Ability to show empathy and act in a confidential and professional manner.
- Qualifications and experience in marketing or communications will be highly regarded.
- Working with Children Check for Victoria.

## **Specific Duties:**

This position is often the first point of contact for the College, providing courteous and efficient customer service and to assist in the administration of Simonds Catholic College by providing office and clerical support.

- **Provide administrative support to the Principal:**
  - Manage diary and appointment scheduling, including coordination of meetings, and functions for the Principal.
  - Produce and distribute various types of documentation for the Principal/Business Manager including minute taking.
  - Receive and direct incoming phone calls, email, and mail.
  - Manage advertised positions and provide administrative support for the recruitment and appointment of staff.
  - Information sharing and liaising with other members of the Leadership Team and staff.
  - Prioritise tasks and organize workload accordingly and have flexibility in responding to work requests.
  - Prepare leave letters and contract variations including teachers' load letters.
  - Coordinate Annual Staff Review Meeting.
  - Maintain College handbooks.
  - Other duties as requested by Principal and Business Manager.
- **Enrolments**
  - Manage all aspects of the of student enrolments including enrolment enquiries (phone, email, in person).
  - Updating and distribution of prospectuses and enrolment related materials and assist with school tours.
  - Ensuring effective record keeping of enquiries and applications.
  - Collect and input enrolment data, arrange applicant interviews, collate results, prepare letters of offer, monitor and process acceptances, coordinate Orientation Day, collect transition information from primary schools and distribute to Year 7 YLC and Learning Diversity Coordinator, work with YLC to prepare class lists.
  - Coordinate enrolment interviews and assist with new Parent Information Evening events.
  - Liaise with Year Level Coordinators and other staff regarding application enquiries.

- **Student and Family Database**

- Maintain primary responsibility for the overall integrity, accuracy and consistency of the student and family database.
- Develop and maintain an accurate database of all enrolments, rolling over each year changing the status as they progress.
- Responsible for the data input of all new student enrolment information into synergetic/ICON and the maintenance of family records.
- Maintain and maximise the benefits of Enquiry Tracker.
- Extract data from our student database for Leadership, YLCs and Homeroom teachers as required.
- Provide a monthly detailed and comprehensive analysis of student movement data including detailing reasons for withdrawals, factors affecting enrolments, trends, and projections.
- Send change of personal information request forms to parents every year and update data as required.
- Input Supplementary Enrolment Information prior to rollover and ensure Anaphylaxis and Asthma plans are distributed to parents and returned promptly.
- Maintain and develop a master image bank and ensure permissions have been granted by families for re-production.
- Manage and monitor the process of all incoming and exiting students.
- Maintain the alumni database including the capture of alumni information, including career and other useful information.

- **Census & Information Support**

- Provision of accurate Census data for external organisations as required by the Business Manager.
- Produce relevant enrolment status reports and statistics for the Principal/Business Manager as required and requirements of the College.

- **Assistance with College Promotions and Marketing:**

- Assist with external marketing materials.
- Maintain a strong online presence for the College.
- Engaging with the community through using social media.
- Maintain an overview of trends in school promotions and ensure that the College strategy is current and effective.
- Liaise with the relevant College personnel to ensure that enrolment publications (print and online) remain relevant, up to date and effective.
- Assist with and attend College events that promote the College profile in the local community.
- Develop and maintain relationships with Priority Parish and local schools.
- Liaise with the Registrars of other Catholic Colleges.

- **Assistance with College Promotions and Marketing continued:**
  - Attend out of school hours events as required, including School Information Evenings, Education Expos, and liaison sessions at local primary schools etc (time in lieu will apply)
  - Assist and help arrange Alumni reunions and other events.
  - Review and make recommendations to the Principal/Business Manager regarding advertising and other promotional opportunities.
- **Admin Administrative Support:**
  - As directed, update and maintain information for the College website.
  - Provide administration support to staff as required.
  - Assist in the campus office, including relief reception and sick bay as required.
  - In addition, perform other administrative duties consistent with the position description as required by the Business Manager or Principal
- **Catering and Events Management:**
  - Assist with organisation and catering for College Masses, Graduations, Parent Assemblies, Alumni and staff events.
  - Manage events for the Principal/Business Manager as required.

### **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated. The position description may be modified in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.