



REGISTRAR & PA TO THE PRINCIPAL

The Registrar plays a pivotal role in managing the enrolment process, liaising with prospective parents, students, and local schools, and supporting key marketing and networking initiatives for the College. You'll be responsible for ensuring the completeness of enrolment applications, maintaining accurate records, and supporting College promotions and marketing efforts through effective communication.

Additionally, as the Principal's Personal Assistant, you'll provide invaluable administrative support, managing day-to-day tasks, aiding in leadership responsibilities, and contributing to College events. While the role primarily adheres to regular office hours, occasional flexibility is expected due to the nature of the responsibilities.

Attributes & Competencies:

- Strong communication and organisational skills with attention to detail and a friendly disposition.
- Professionally presented and providing excellent customer service.
- High level of computer literacy in Office 365 including Outlook, Word, Powerpoint and Excel, as well as the ability to learn new systems quickly.
- Excellent time management skills with the ability to prioritise multiple and often competing deadlines.

SPECIFIC DUTIES – REGISTRAR

ENROLMENTS - Track and monitor all enrolments from the first enquiry through to enrolment and commencement at the College to ensure a smooth transition for families. Building relationships with current and prospective families is a crucial aspect of the Registrar's responsibilities to maintain optimal enrolments.

- Organise and manage the Principal's visits to Primary Schools to generate interest in the school and subsequent enrolments.
- Receive and process all enrolment applications, ensuring all documentation is received and complete prior to enrolment interviews.
- Establish and manage enrolment interviews, processes, and documentation to ensure families receive up-to-date information on their application status.
- Coordinate the induction process for new students entering the College throughout the year.
- Assist in the facilitation of the College Transition Program in collaboration with key Leadership staff, liaising with primary schools and future parents to ensure all administrative requirements are met.
- Coordinate and collect transition information from primary schools and distribute to Year 7 – 9 Director of Students and Learning Diversity Coordinator.
- Coordinate the Testing program for incoming Year 7s, new Parent Information Evening events and assist with Orientation Day.
- Conduct regular follow-ups for families currently on a waiting list to maintain contact with a view to facilitating a possible future enrolment.

Administration

- Maintain primary responsibility for the overall integrity, accuracy, and consistency of the Student Register data bases, and provide Census data.
- Ensure all student personal and contact details, including medical profiles and action plans are provided upon enrolment and prior to commencement, and are maintained.
- Provide a monthly detailed and comprehensive analysis of current student movement data, the status of Year 7 enrolment applications including reasons for withdrawals, factors affecting enrolments, trends, and projections.
- Regularly review 'waiting lists' to ensure full intake at all year levels.
- Maintain accurate and comprehensive 'future student' data.
- Manage and liaise with the ICT Manager for the end-of-year rollover process in Synergetic.
- Coordinate the annual checking of the accuracy of parent and student details and update data as required.
- Assist new parents in accessing PAM (Parent Access Module) and maintaining their data on PAM.
- Maintain the alumni database, capturing alumni information, including career and other useful details.

- Coordinate the student confirmation of return process for the upcoming year.
- Ensure completion of Student Exit Forms.

Assistance with College Promotion

- Develop and maintain relationships with Priority Parish and local schools.
- Coordinate contributions to Primary School newsletters.
- Maintain an awareness of competitors and best-practice development in the area of enrolments.
- Work with the College Leadership to streamline new enrolment processes and implement growing prospective enrolment numbers across all year levels at the College.
- Ensure enrolment-related materials are ready for distribution during school visits.
- Keep an overview of trends in school promotions, ensuring the College strategy remains current and effective.
- Assist and attend College events that promote the College profile in the local community.
- Liaise with Registrars of other Catholic Colleges.
- Attend out-of-school hours events as required, including School Information Evenings, Education Expos, and liaison sessions at local primary schools (time in lieu will apply).
- Assist and help arrange Alumni reunions and other events.
- Ensure enrolment information is up to date across all media.

Talk & Tours

- Use Enquiry Tracker to facilitate Talk & Tours and manage these liaison with the Principal and student tour guides, ensuring a positive experience for prospective families with a clear representation of the educational and pastoral programs offered by the College.
- Prepare and issue Talk & Tour Packs, ensuring information remains current.
- Keep the Leadership Team informed of tour registration and advise if additional tours are required.

SPECIFIC DUTIES – PA TO THE PRINCIPAL

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 including agendas and minutes.
- 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.
- Prepare leave letters and contract variations including teachers' load letters.
- Coordinate Annual Staff Review Meetings.
- Maintain College handbooks.

Admin Administrative Support:

- Provide administration support to staff as required.
- Assist in the campus office, including relief reception and sick bay as required.

Catering and Events Management:

- Assist with organisation and catering for College Masses, Graduations, Parent Assemblies, Alumni, and staff events.
- Manage events for the Principal as required.

Child Protection & Safety

Applicants should have a strong commitment to boys' education and the values and ethos of Catholic education, including providing a safe environment for our students. Our College Community is committed to the protection, wellbeing and inclusion of all the children in our care.

- *Thorough understanding and adherence to Ministerial Order 1359 on Child Safety, as it pertains to the college's Code of Conduct, policies, procedures, and practices, including have a current WWC check.*
- *Commitment to upholding a zero-tolerance attitude towards child abuse and ensuring the provision of a safe and inclusive environment for all students, regardless of background or ability.*
- *Implementation of strategies that promote cultural safety, accessibility, and wellbeing for Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disabilities.*