



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

COLLEGE REGISTRAR

Title	College Registrar
Classification	Category C (remuneration based on qualifications and experience) Full-time Ongoing
Report To	Principal
Direct Key Reports	Administration Coordinator Director of Student Wellbeing Deputy Principal Student Wellbeing
Conditions	Catholic Education Multi Enterprise Agreement 2022
Membership	Primary Links Team Marketing Team

Purpose of the Position

The College Registrar is the first point of contact for prospective families wishing to join Catholic Regional College Caroline Springs. The College Registrar will guide families through the application process, organising and conducting enrolment events, and collaborating with senior members of staff to ensure a cohesive and seamless enrolment experience.

The College Registrar possesses excellent communication skills, with the ability to communicate effectively with a range of stakeholders. The College Registrar demonstrates the ongoing ability to build strong connections with parents throughout the enrolment process and beyond, ensuring a seamless transition in the start to a family's enrolment within the College community.

As a member of the College staff, the College Registrar will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The College Registrar will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Responsibilities

The College Registrar is responsible for all aspects of enrolments; including all student entry and exit documentation. The College Registrar is responsible for maintaining all enrolment platforms and liaising with a range of key stakeholders to ensure a seamless enrolment process at the College.

The College Registrar will work in cooperation with relevant committees and various positions of leadership to identify needs, recommend solutions, develop systems and processes, implement policy and projects, and support the ongoing improvement of College enrolment processes.

Duties associated with this role include:

The College Registrar will be responsible for managing aspects of the application and enrolment process, including:

- Ongoing maintenance of the School Enrolment Platform (Digistorm – Funnel), including participating in training where required.
- Liaising with parents regarding their child's application, including those requiring administrative correction.
- Responding efficiently and timely to enrolment enquiries.
- Ensuring effective record keeping of enquiries and applications.
- Maintaining and managing enrolment documentation including waiting lists and liaising with other Catholic schools.
- Arranging and filing of applications and all incoming correspondence (parish priest forms, reports, certificates).
- Organising student files for incoming enrolments.
- In collaboration with the Deputy Principal Student Wellbeing, manage the re-enrolment processes for families.
- Ensuring that the College's administration system and student database is up to date and correct for all enrolments, including updates to records as necessary.
- Producing relevant enrolment status reports and statistics for the Principal, Deputy Principals and Finance Manager as required.
- Developing and maintaining positive relationships with feeder schools.
- Assisting with census and online data collections where required.
- Oversee the facilitation of all processes of student admissions including:
 - the purchase of padlocks and recording combinations,
 - college excursion bags,
 - printed student timetables,
 - scheduling of student ID photos,
 - attendance at Year 7 transition and/or testing days
 - updating Synergetic as required.
 - uniform requirements
- Overseeing the archiving of College documents.
- Liaising with the Registrars of other Catholic Colleges.
- Identifying efficiencies and innovative practice for the College's enrolment procedures.
- Attending and identifying training programs for innovative and efficient office administration duties.
- Attending whole staff meetings as required.
- Participating in annual performance reviews.
- Updating Synergetic data for new enrolments, including populating student timetables.

- Liaising with relevant members of Leadership and Administration to ensure and support a smooth student enrolment process.
- Collaborating with the Marketing Manager to ensure the enrolment processes are communicated in a timely and effective manner.
- Other duties as required by the Principal, Deputy Principals and/or Administrative Coordinator.

Other

- To work in cooperation with the Principal and College Executive Leadership Team in developing and supporting the strategic direction for enrolments at the College.
- Participate in parent information nights, College tours, and similar equivalent events, including providing strategic direction in support of increasing College enrolments.
- Other duties as required from time-to-time by the Principal.

Final Statement

The position description provides an overview of the major tasks and responsibilities of the position and is not meant to represent the position's entirety. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Criteria

Applicants to the position should be able to demonstrate:

Required Experience and Qualifications

- Previous experience within educational settings (desirable, but not essential).
- Proven ability to develop a professional network, including positive relationships with a broad range of stakeholders, both internally and externally.
- Be an Australian citizen and resident of Australia.
- Working with Children Check for Victoria and National Police Record Check.

Personal Requirements/Competencies

- Competency in a broad range of ICT applications (e.g., Microsoft Office Suite).
- Professional attitude with strong attention to detail.
- Welcoming personal and phone manner and interpersonal skills.
- Able to quickly understand processes and systems, both IT and physical.
- Adherence to confidentiality and awareness of Privacy Laws.
- Excellent verbal, non-verbal and written communication skills.
- Commitment to ongoing personal professional development.
- Commitment to Catholic education.