



## EDUCATIONAL SUPPORT STAFF (ESS) REGISTRAR POSITION DESCRIPTION

The ESS – Registrar is accountable to the Principal and the Deputy Principal Staff & Operations P-12. He/she has responsibility for the overall process of student enrolments P-12. This varies and will involve key tasks such as attending to general queries, processing applications, constructing letters and maintaining the student database. The role requires a person with strong interpersonal skills and an ability to promote a positive approach to prospective parents. Also, as student enrolment data determines grant allocations, accurate records must be maintained.

### **Qualifications/Experience Requirements to Meet Objectives**

- Prior experience with a VOIP telephone system.
- Working knowledge of MS Office applications including Excel, Word, PowerPoint and Outlook as well as working knowledge of Synergetic and Simon. Advanced level preferred.
- Sound communication skills, both written and verbal.
- Level 2 First Aid qualification.

### **Working Relationships**

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, staff and students.

### **Freedom to Act/Decision Making**

- The position, in conjunction with the Principal and Deputy Principal Staff & Operations P-12, is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statements and that appropriate hospitality is extended to all visitors.

### **Responsibilities**

- Liaise between the Principal and Deputy Principal Staff & Operations P-12 and staff in all matters pertinent to the Registrar's Office.
- Liaise with the Principal regarding the Prospectus, Website and other marketing material for the College.
- Be the contact person P-12 in enrolment matters.
- Attend all meetings related to enrolment information, induction and interview meetings for all new and advancing students.

- Closely inform and consult with the Principal regarding acceptance of new students at all year levels and admission numbers for Prep and Year 7 each year.
- Ensure the Principal and the Senior Leadership Team are given regular updates on the progress of total enrolment figures.

### **Enrolments**

- The ESS – Registrar is responsible for administering the College Enrolment Policy for Prep and Year 7 and the procedures for admission of Years 1-6 and 8-12 students.
- Responsible for maintaining the student database on Synergetic and issuing regular reports on student numbers.
- Organise all correspondence for enrolments, arrange family interviews, draw up a preliminary acceptance list in consultation with the Principal, liaise with other schools and mail letters to all applicants, notifying them of their status for the following year. This is done in accordance with the dates published by the Catholic Education Commission.
- With the Staff & Student Transition Coordinator, organise Year 5 visits to the College for a number of Primary schools each year. An Information Evening for families from State Primary Schools is arranged if considered appropriate. It is expected the Registrar attends this evening.
- With the Staff & Student Transition Coordinator, assist in the organisation of Year 7 Information Evenings. It is expected the Registrar attends this evening.
- Responsible for the contents of an Enrolment Package given to parents and for the relevant updating of contents. An Information Desk with Enrolment Packages and other materials is to be organised for the annual Open Day. Information Packages are prepared and distributed at the October Information Evening for prospective Prep and Year 7 families.
- Responsible for creating student files. This person is responsible for maintaining these files (including filing) and archiving on student exit.
- Ensure that students leaving the College complete an Exit Form and all relevant staff informed of the impending exit.
- Responsible for promotion of the College in the public domain i.e. newspaper advertisements etc.
- Responsible for informing local/state newspapers and the wider community of College events, initiatives or programs.
- Responsible for running Open Mornings and conducting school tours.
- Maintain and update all enrolment forms.
- Maintain Victorian Student Number (VSN) in Synergetic.

### **Census Return**

- In conjunction with the Finance Staff, the ESS – Registrar is responsible for the compilation and dispatch of all census material. This includes the February and August Census, Governing Council Return and the CEM Annual Staffing Return.

### **Student Contact**

- All Exit forms for students leaving the College should reach the Registrar's Office. When notified that a student is departing, the Principal should be notified in the first instance. Where necessary, transfer notices are forwarded to the receiving College.

### **Personal Attributes**

- Ability to work with a minimum of supervision.
- Ability to be a team member.
- Excellent interpersonal skills and ability to relate to all sections of the Marymede Community i.e. staff, students and parents (both prospective and current).
- Discretion and confidentiality.
- Punctuality.
- Professional attire at all times.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing Professional Learning.

### **Other Duties & Expertise**

- Required to relieve at Main Reception as required.
- Responsibility for the continual updating of the College Website.
- Responsibility for updating the Facebook and Instagram pages on a daily basis regarding all College events.

### **Other**

- All other duties as required by the Principal and Deputy Principal Staff & Operations P-12.

### **Health & Safety**

#### *All staff are expected to:*

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

### **Salaries and Conditions:**

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2018*. The position would be recompensed according to the scale for a full time Education Support Staff, Category A, depending on experience and qualifications.