



College Registrar

The College Registrar is appointed by the Principal and is directly responsible to the Principal, for the operational processes related to the enrolment of students.

This position is a 0.8 position over five days (9.00am – 3.30pm).

It is recognised that the administration roles at the Academy of Mary Immaculate are critical to the effective operation of the College and by their very nature, these roles involve periods of sustained independent work, as well as frequent and varied contact with all members of the College community.

The Registrar's role demands flexibility and the ability to work in a highly collaborative and supportive way with all other members of the Administration team. The person in this position is required to perform many and varied tasks which will involve discretion, confidentiality and initiative.

The College expectation is that the Registrar will promote and enhance the Catholic identity of the College and the Mercy Ethos ensuring that all College practices and procedures reflect the Vision, Mission and Values of the College. The Registrar shares in the task of promoting a sense of unity and community within the College where all members are treated with dignity and respect.

The College Registrar will be expected to work closely with the Deputy Principal, Wellbeing and Operations, the Director of Marketing and Communications, Year 7 Wellbeing Leader, Transition Leader, School Engagement Leader and Learning Enhancement Leader.

The College Registrar is the public face and voice of the Academy of Mary Immaculate and is often the first contact for future students and their parents.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the school's Child Safety and Wellbeing policy and Code of Conduct, and any other policies or procedures relating to child safety
- Be familiar with, understand, address and comply with the new Victorian Child Safe Standards and Ministerial Order 1359
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

Registrar

Key Areas of Responsibility

Management of the student enrolment process from enquiry through to acceptance, processing all application and enrolment forms, ensuring associated fees are collected and paperwork is correctly completed.

Enrolment Process

- Develop and maintain up-to-date pre-enrolment databases and associated customised lists.
- Coordinate the College Talk and Tours ensuring key messages identified in the College Strategic Plan are communicated. This may include conducting a Talk and Tour when needed.
- Manage and greet parents and student applicants during the enrolment process throughout the year. This includes the formal parent/student interviews with the Principal, Deputy Principal and the Year 7 Wellbeing Leader.
- Assist the Year 7 Transition Leader with the Year 7 transition process.

- Coordinate the Year 7 Interview Evening including arranging interviews with prospective families and any follow up required.
- Coordinate with the Director of Marketing and Communications, the development and review of documents included in the enrolment package or relevant to the application and enrolment process, when necessary.
- Inform the Director of Marketing and Communications when marketing documentation supplies need replenishment
- Liaise with the Principal and Business Manager regarding families who may have identified that they will have financial difficulties in the payment of College fees.
- Coordinate the preparation for:
 - November Parent Information Evening
- Assist with the preparation of:
 - October Student Assessment morning
 - December Student Orientation day
 - February Year 7 Parent Information evenings
- Ensure that ongoing communication takes place with potential families during the fifteen month period between acceptance of enrolment and commencement at the College
- Ensure compliance with immigration, education and court legislation.
- Manage all matters pertaining to student uniform, including liaising with the uniform supplier regarding the process for Year 7 fit outs and communicate the timelines agreed to with families and internal stakeholders.
- Under the guidance of the Principal liaise with primary schools and parishes regarding the enrolment process and policy.
- Develop positive working relationships with the Registrars of local Catholic Secondary Schools.
- In conjunction with the Deputy Principal, manage the process for exiting students and forward the relevant information to all stakeholders i.e. Business Manager, Year Level Wellbeing Leader. This includes sending formal farewell letters to parents and coordinating exit forms.
- Manage the re-enrolment process – sending out re-enrolment forms to all families and collating responses, following up any outstanding forms.
- Lead, evaluate and implement a process of continuous improvement in relation to all aspects of College enrolments.
- Liaise with the Principal the Deputy Principal and the Business Manager regarding student enrolments and exits.

Data Management

- Be responsible for data input for the student and parent section of the Synergetic database
- Maintain the Student Enrolment database from application stage.
- Monitor enquiry tracker with regard to enrolment applications.
- Maintain lists of Student Enrolments and Exits.
- Maintain records and prepare reports and discussion papers regarding enrolment trends to assist in College planning
- Update and maintain statistical information in relation to incoming and exiting students.
- Organise letters at the beginning of each year providing parents with their COMPASS login details.
- Collate re-enrolment figures and following up all outstanding re-enrolments

Other Duties and Expectations

- Assist other Administration Officers as required
- Assist with the hospitality aspect of College events as directed i.e. setting up and cleaning up
- Update regularly the College Registrar Procedures Manual
- Relieve at College Reception as required and at lunchtime on a roster basis
- Undergo professional learning to assist in further improving the delivery of service to the College community
- Undertake other duties as directed by the Principal

- Assist with Key College Events

Meeting Commitments

- General Staff Meetings (as required)
- Administration Team Meetings
- Attendance at Year 7 interview Evening
- Attendance at Year 7 Welcome and Information functions (as required)
- Nominated working parties (as required)
- Annual Review Meeting with Principal or nominated party

Accountability

- Reports to the Principal