

## MISSION STATEMENT

Newman College is a Catholic School educating in the Marist Tradition which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an educational environment where they feel welcomed, accepted and valued.

## ROLE DESCRIPTION

### INSTRUCTIONS

1. Read the Role Description carefully.
2. If you need anything clarified, ask the Principal
3. As the needs of the College evolve your Role Description may need to be revised. This would occur in collaboration between you and the Principal

NAME		
ROLE TITLE	Registrar	
ACCOUNTABLE TO	Principal	
DIRECTION FROM	Director of Finance and Operations	
DEPARTMENT	Engagement and Development	
MAIN PEOPLE INTERACTIONS	<b>INTERNAL</b> Senior Leadership Team Primary Leadership Team Students Teaching and Support Staff	<b>EXTERNAL</b> Parents Prospective Families Suppliers and Service Providers
ROLE PURPOSE	Often the first point of contact for prospective families, the Registrar plays a pivotal role in promoting the School and proactively manages the enrolment process. Through the provision of excellent and responsive customer service, the Registrar builds positive relationships with prospective families, guiding them through the enrolment process from enquiry through to commencement.	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> <li>1. Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;</li> <li>2. Actively supports the Marist Association of Saint Marcellin Champagnat;</li> <li>3. Actively promotes the College's Evangelisation Plan;</li> <li>4. Actively supports a child safety culture, with a zero tolerance for child abuse;</li> <li>5. Complies with:               <ul style="list-style-type: none"> <li>▪ Marist Schools Australia Policy Statements.</li> <li>▪ Catholic Education Commission of Western Australia Policy Statements.</li> <li>▪ Newman College Policy Statements, Procedures and Code of Conduct for Staff;</li> </ul> </li> <li>6. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;</li> <li>7. Maintains open communication and works collaboratively with others within the Development Team to foster team-work and morale;</li> <li>8. Maintains a commitment to continuously improve services and pursue excellence;</li> <li>9. Seeks opportunities for professional development.</li> </ol>	

KEY ROLE RESPONSIBILITIES (TASK FOCUS AREAS TO BE DEMONSTRATED)	
<b>ACTIVELY SUPPORT COLLEGE OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ Compliance with all relevant legislative and regulatory obligations.</li> <li>▪ Completion of administrative and operational activities in alignment with College requirements.</li> <li>▪ A willingness to undertake tasks as requested by the Principal or their delegate.</li> <li>▪ Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.</li> </ul>
<b>ENROLMENTS</b>	<ul style="list-style-type: none"> <li>▪ Coordinate appropriate enrolment interviews and other interviews / appointments as necessary.</li> <li>▪ Prepare documentation for, and attend, Orientation and Information evenings.</li> <li>▪ Record and update all required family information into EnrolHQ and TASS databases.</li> <li>▪ Maintain and update information on students with disabilities as directed by the Leader of Learning Diversity Education.</li> <li>▪ Collate enrolment documentation and establish individual student files.</li> <li>▪ In collaboration with the PK – 12 Curriculum Administrator coordinate the Guild allocation of new students Years 7 – 12.</li> <li>▪ Maintain a current understanding of the School's key points of difference, operations, curriculum, co-curricular activities and future plans in order to provide prospective families with the most accurate and appropriate information.</li> <li>▪ Keep appropriate staff informed of student movements – commencements, transfers and withdrawals.</li> </ul>
<b>SCHOOL TOURS AND EVENTS</b>	<ul style="list-style-type: none"> <li>▪ Conduct school tours for prospective students and families, including co-ordinating the School's regular Discovery Tours (small group tours). Coordinate the involvement of other staff as required.</li> <li>▪ Assist with organising Open Day, School Expos and any other school events with an enrolment focus in collaboration with the Marketing Officer and attend as required.</li> <li>▪ Assist with the organisation of orientation mornings/days for new students, liaising with the appropriate staff.</li> </ul>
<b>ANALYSIS AND REPORTING</b>	<ul style="list-style-type: none"> <li>▪ Provide regular reports to the Principal on current and projected enrolment figures.</li> <li>▪ Analyse and report on the statistical data available in the School's enrolments database regarding the movement of prospective enrolments through each stage of the journey from enquiry through to commencement, sharing feedback and insight on factors affecting enrolments.</li> <li>▪ Liaise with the Finance Department to prepare and provide data and information to relevant government departments, including bi-annual Census data, and assist with audit visits arising from the submission of data to government agencies.</li> <li>▪ Assist to develop reports on enrolment forecasts; statistical information on student enrolments; comparisons between past and current student numbers.</li> <li>▪ Provide strategic options in analysing enrolment forecasts and opportunities.</li> <li>▪ Seek and compile feedback from families on the enrolment process to determine levels of satisfaction and opportunities for improvement.</li> <li>▪ Maintain Enrolments sections of the College website.</li> </ul>
<b>COMMUNITY RELATIONS AND MARKETING</b>	<ul style="list-style-type: none"> <li>▪ Maintain assistance and work in the Engagement and Development Team in relation to events, social media and wider publications.</li> <li>▪ Ongoing development of productive relationships with appropriate community bodies including, but not limited to: <ul style="list-style-type: none"> <li>○ Newman Parents Consultative Committee</li> <li>○ Newman Parents</li> <li>○ Newman Sports association</li> <li>○ Marketing groups and printing companies.</li> </ul> </li> </ul>

<b>PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>Supply material to the Marketing Officer for inclusion in local newspapers, media, social media, and other education publications including, but not limited to, Lavalla, Catholic Education Circular.</li> </ul>
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>Undertake other duties as directed by The Principal and Director of Finance and Operations</li> </ul>

<b>CRITERIA</b>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Year 12 (Secondary) Certificate</li> <li>Relevant tertiary qualification in Marketing, Communications and Public Relations (Desirable)</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in a similar role.</li> <li>Knowledge of TASS, SEQTA, Consent2Go and MS Office applications</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Highly developed technology skills</li> <li>High standard of ICT competency; database management.</li> <li>Highly developed interpersonal, written and verbal communications skills</li> <li>Highly developed time management and organisational skills</li> <li>Able to multi-task and calmly work under pressure</li> <li>Demonstrated ability to work autonomously and as part of a team</li> <li>Able to problem solve and use initiative</li> <li>Able to maintain strict confidentiality</li> </ul>
<b>STATUTORY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Working with Children Screen Check</li> <li>National Criminal History Record Check</li> </ul>

<b>STATUS</b>	
<b>EBA</b>	The Trustees of the Marist Brothers Southern Province Non-Teaching Staff Enterprise Bargaining Agreement 2014 as amended or replaced from time to time.
<b>Classification</b>	Administrative and Technical Officers Level 5
<b>FTE / Work Arrangement</b>	<ul style="list-style-type: none"> <li>48 weeks per year (full-time)</li> <li>Hours are Monday to Friday 8.00 am to 4.00 pm</li> </ul>