



## ENROLMENTS REGISTRAR

### Position Information Document

ESO GRADE	5, ESO Stream – Administration
EMPLOYMENT TYPE	Permanent
EMPLOYMENT CONDITIONS	In accordance with the Catholic Schools Enterprise Agreement 2020
WORK PATTERN	To be negotiated
WEEKS PER YEAR	46 - 48 weeks (to be negotiated)

## MISSION AND VISION

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### Our Mission

A Catholic College educating girls in the Dominican tradition.

### Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

### Governance

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College (the College), an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwlth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

## GENERAL ROLE DESCRIPTION

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The **Enrolments Office** is in an integral position within the College, being the first point of contact for prospective families and responsible for the enrolment process. The **Enrolments Registrar** will display a high degree of initiative, professionalism and possess excellent communication and interpersonal skills.

The **Enrolments Registrar** will be responsible for the maintenance of student and family data on systems across the College and will be expected to ensure the integrity and accuracy of the information. The **Enrolments Registrar** will be expected to display a high degree of initiative, organisational and time management skills in order to carry out the tasks associated with the position.

## Key Working Relationships

- College Principal
- Deputy Principal
- Business Manager
- College Leadership team
- College Principal Assistant
- Enrolments Officer
- Communications Coordinator

## Special Conditions:

- Given notice some extra hours and flexibility of hours may be required including evenings and on weekends, particularly around significant community events.
- The week prior to Term 1 (week 0), is a compulsory week of work for all College staff.
- The Enrolments Registrar will be required to return 2 working days prior to the commencement of school term during the year.

## PERSON SPECIFICATION

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The person holding the position of **Enrolments Registrar** at the College will:

### GENERAL RESPONSIBILITIES

- Demonstrate a capacity and desire to actively contribute to the Catholic ethos of the College.
- Have a deep understanding of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Demonstrate a commitment to child safeguarding and professional boundaries policies, procedures, guidelines, and reporting.
- Build, develop and foster relationships with Parents, the wider College Community and employees, whilst maintaining a high degree of integrity, confidentiality, sensitively and discernment.
- Demonstrate outstanding verbal and written communication skills and the ability to prioritise and meet deadlines with limited direction.
- Have extensive experience working with databases and data management. Synergetic experience and knowledge of Prisms would be well regarded.
- Demonstrate highly developed organisational abilities and time management skills, including the ability to succeed in a busy and dynamic environment.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and colleagues.
- Be resourceful, flexible and self-motivated to work independently.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.

### SPECIFIC TASKS

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The **Enrolments Registrar** in collaboration with the Enrolments Officer will:

- Be responsible in receiving, reviewing and processing enrolment applications and acceptances.
- Liaise with the College Principal and Business Manager regarding enrolments and enquiries and monitor enrolment targets.
- Review the effective and currency of enrolment forms, letters and procedures.
- Organise and oversee all enrolment interviews, processes and documentation regarding acceptances.
- Manage and regularly review the status of acceptances and waiting list to assure full intake.

- Manage and maintain the student enrolment database (Synergetic).
- Collaborate with the Enrolments Officer to organise high quality College Principal Tours, Orientation Days, twilight tours, and interviews.
- Work collaboratively with the College Leadership team and the Enrolments Officer to coordinate and organise effective transition for new or returning students into the College.

The **Enrolments Registrar** will:

- Monitor and report trends in enrolment interviews, processes and documentation regarding acceptances.
- Prepare and implement plan of action to follow up enquiries and prospective parents who attend College tours.
- Be responsible for preparing and providing accurate enrolment data to the College Principal and/or the Business Manager as required. Including status of enrolment applications, enquiries and withdrawals.
- In collaboration with the Business Manager, assist with the preparation of data collection and returns as required by Government Agencies.
- Undertake any other duties as directed by the College Principal.

## INTERNATIONAL STUDENTS

- Manage the coordination of international student enrolments including validation of Visa status and related information, such as private health insurance.
- Develop and maintain strong relationships with key stakeholders including Parents, Host Families, Education Agents, and related Government Agencies.
- Oversee the accuracy of Prisms documentation and international student records.
- Provide relevant information regarding international students to the College Principal and International Student Coordinator.

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

All positions evolve and change over time, and the College commits to regularly review and update Position Information Documents to accurately reflect the contribution of employees.

## SPECIFIC REQUIREMENTS

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The following mandatory requirements must be maintained.

- Clearance to work in Catholic Education SA.
- Valid and current Working with Children Check (WWCC) as issued by the Department for Human Services.
- Approved & current Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- Current First Aid Training.
- The College adheres to the SACCS Policy on COVID-19 Vaccination.
- Perform any other duties as required from time to time by the College Principal.

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

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Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

## WHS RESPONSIBILITIES

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This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.