

**Administration Officer  
Registrar (Enrolments)  
(including General Administration)  
*Education Support Employee***

**Overview**

St Joseph's College is a Catholic Boys College in the tradition of the Salesians of Don Bosco. The Registrar is accountable to the Principal. She/he has responsibility for overseeing student enrolments. The role varies and will involve key tasks such as attending to general enquiries, processing applications, preparing letters and maintaining the relevant student databases. The role requires a person with strong interpersonal skills and an ability to promote a positive approach to prospective families. Accurate records must be maintained.

The College is seeking a highly motivated individual who has the ability to understand the College including its history, culture and educational programs and be able to promote these within and beyond the community.

**Key Responsibilities and Duties may include but not be limited to:**

- Attend to enquiries regarding enrolments.
- Process enrolment applications.
- Coordinate enrolment interviews.
- Maintain enrolment application databases.
- Prepare letters regarding enrolment for the Principal's signature.
- Coordinate and maintain updated documents related to enrolments.
- Maintain student database (Synergetic).
- Submit Census returns and CEM survey returns as required.
- Maintain ongoing accurate records of current student enrolments and issue regular reports on student numbers.
- Maintain and follow up re-enrolment documents.
- Maintain and monitor Student Attendances (Synergetic).
- Reception duties as required.
- Attend to incoming telephone enquiries.
- Support other Administrative staff as required.
- General photocopying.
- Catering.
- Primary school, CEM, Knox, Parish visits as required.
- Knowledge and skill in using Synergetic, CareMonkey, SIMON is an advantage.
- Sound knowledge of enrolment policy and process.
- Sound knowledge and experience in MS Office applications (in particular MS-Word and MS-Excel).
- Maintenance of accurate records.
- Assistance with ACER testing.
- Organise Primary School tours for Grade 4/5/6.
- Liaise with parishes including priests.
- Liaise with primary schools including Principals.
- Assistance with marketing matters.
- Participation in College activities some of which are outside normal hours e.g. Open Days, Thanksgiving Mass.
- Assistance with Alumni.
- Other duties as directed by the Principal or her delegate.

Any other duties as may be directed from time to time.

Other duties may be assigned as directed by the Principal or her delegate.

### **Salesian, Catholic, Religious and Pastoral Dimensions of College Life:**

- Support the Catholic, Salesian, religious and pastoral dimensions of College life by:
  - Giving witness to Gospel values in his/her own personal life
  - Developing a knowledge and appreciation of the life, work and spirituality of Don Bosco
  - Promoting the integration of faith and life

### **Key Selection Criteria**

#### *Criteria for Selection*

1. Support and participation in the faith life of St Joseph's College including commitment to the Salesian ethos of the College.
2. Suitable qualifications and/or experience.
3. Proven record as a skilled Registrar (Enrolments) or equivalent experience.
4. Well-developed interpersonal skills including organisation and communication.
5. Ability to demonstrate confidentiality, loyalty and professionalism.
6. Ability to work effectively independently and as part of a team.
7. Knowledge and support of relevant policies including Child Safety, Reportable Conduct, Privacy, OHS.
8. Current First Aid training at Level 2 or equivalent (or willingness to obtain this).
9. Current WCC (Working With Children) certification.
10. Commitment to ongoing professional learning.

### **Employment Conditions**

The successful applicant will be employed as an Education Support Employee under the VCMEA (currently 2013-2016). This is a full-time permanent position (Category C). The salary is determined by the Position Description and the qualifications, skills and experience of the employee. The role may vary. Employees may be required to participate in an Annual Review Process. Attendance at school events and other activities may be required some of which are outside normal school hours.

St Joseph's College is a Child Safe College.