



Mary MacKillop

Catholic Regional College

Position Description

College Registrar (South Gippsland)

Position Title:	College Registrar
Reports to:	Mary MacKillop Catholic Regional College Principal
Work area:	Administration Centre
Classification:	Education Support Employee, Level 3 Category C Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
	FTE & Hours of Work: 0.44 (16.5 hours), three days, 9:00 am to 3.00 pm (including a 30-minute unpaid lunch break) or by mutual agreement. Hours and number of days may be increased during peak periods, March to June, by mutual agreement.

Mary MacKillop Catholic Regional College (MMCRC) is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. The College was established in 1986 and currently serves approximately 560 students from Years 7 to 12 from the South Gippsland and Bass Coast Shires.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning and faith-filled community. Set on approximately 25 hectares of beautiful gardens and playing fields with exceptional facilities. We offer a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We are responsive and celebrate the diversity and potential of individuals. Every member of our community is supported in the pursuit of being their best.

The Registrar plays a key role in liaising with a range of internal and external community members. Attention to detail and excellent administrative skills are essential, as is the highest level of professionalism, to support the Admissions and Marketing strategy for attracting, recruiting, and retaining students at the College. Additionally, the successful applicant for the College Registrar position will provide administrative support for the Principal as required.

This position offers an exciting opportunity to contribute to student and community engagement within the College.

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and well-being of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the College Registrar must:

- 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;
- 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; and
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

STATEMENT OF DUTIES (NON-TEACHING)

Key Duties	<ul style="list-style-type: none">• Act as the primary and ongoing point of contact for prospective families from initial enquiry through to the enrolment of new students at the College:• Oversee all aspects of the administration and communication processes related to student enrolments• Maintain primary responsibility for the accuracy, integrity, and consistency of data related to enrolments in the College database• Develop and maintain a comprehensive database of all applicants• Manage the enrolment process for new students, including the completion of application forms and required documentation• Coordinate and arrange enrolment interviews as necessary• Assist with the smooth transition of all incoming Year 7 students.• Coordinate with the College Administration team to support the enrolment process as needed• Track and maintain the process for all incoming and exiting students, providing detailed analysis of student movement data, including reasons for exits and factors affecting enrolments.• Collaborate with relevant teams to ensure the enrolment and withdrawal processes are effective• Take responsibility for all aspects of College tours, ensuring all visitor needs are met, and follow up with additional information where required• Coordinate and assist with all Information Events throughout the year. Including Grade 5 and Grade 6 Days, visits to primary schools, College tours, and Opening Mornings• Ensure compliance with relevant enrolment-related legislation and policy for both overseas and local enrolments• Respond promptly and efficiently to enquiries regarding enrolments• Maintain enrolment waiting lists and liaise with other secondary school Registrars as needed• Handle confidential information with discretion and professionalism• Coordinate a seamless transition for all incoming students, liaising with relevant College staff (including the Transition Leader, Learning Support team, Bus Coordinator, Administration team and Leadership) to ensure the appropriate dissemination of information• Add records for all external students to the student databases• Manage the College's social media presence, and;• Other duties as directed by the College Principal or Business Manager.
Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Assist in the provision of a child-safe environment for students; and• Demonstrate a duty of care to students in relation to their physical and mental well-being.

STATEMENT OF DUTIES (NON-TEACHING)	
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work • Continue development of ICT skills as technologies evolve
General Duties	<ul style="list-style-type: none"> • Work with other members of the College Administration team when required • Other duties as directed by the Principal or their delegate • Work with other members of the Administration team as required.
Organisational Relationships	<ul style="list-style-type: none"> • Reports to: College Principal • Direct Reports: Business Manager • Internal Liaisons: Principal's EA, Leadership Team, Transition Coordinator, Learning Adjustment Leader, Pastoral Care Leader, Student Engagement Leader, Year Level Wellbeing Leaders, Bus Coordinator • External Liaisons: Diocese of Sale Catholic Education Limited (DOSCEL), Registrar Network, relevant Primary Schools, College Community Members, prospective families and General Public.
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Prior experience as a Registrar and in administration will be highly valued. • A lively and practical understanding of a Catholic School in the Josephite tradition in word and action • Advanced level administrative and organisational skills • Ability to work independently or as part of a team as required • Outstanding interpersonal skills (tactful, diplomatic, empathetic) • High level of communication skills (written, aural, digital and verbal) • Problem-solving skills • Strong attention to detail • Ability to meet strict deadlines; and • High-level ICT skills and knowledge, including database use, MS Office, and Google Suite.