Saint Ignatius College Geelong

ROLE STATEMENT

Education Support Officer - Registrar

Date: April 2022

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- **College's Catholic Ethos**
- **College's Ignatian Ethos**
- **College's Child Safe Policies and Procedures**
- **CECV Statement of Principles Regarding Catholic Education**

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

Nature of this role	• The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students • The primary responsibilities of the Registrar are to oversee the implementation process related to the enrolment of students and communication with the wider community • This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos

The General responsibilities and accountabilities of this role	• Daily direct accountability is to Business Manager • However, there will be collaboration with the Principal and the Deputy Principal –Students • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Principal

The specific duties of the role	• The Registrar is the first point of contact for prospective students and parents
	Enrolment and Exit of Students
	• Be contact person for families enrolling and exiting the College
	This includes but not limited to:
	  • Responding to and follow-up enrolment enquiries,
	  • Maintain online enrolment information packages including College prospectus and promotional material
	  • Personalised tours of the College
	Administer the enrolment process by
	  • Processing enrolment acceptance/non-acceptance letters
	  • Liaising with feeder schools
	  • Scheduling enrolment interviews by liaising with relevant Leadership Team members
	  • Maintain current student files and waiting lists

- Undertake the exit process and provide the Executive with reports about student movement including trend information
- Complete the exit process re school equipment and follow up of not returned items
- Manage all aspects of the Scholarship Program
- Liaising with the Principal and Business Manager regarding families who may need financial assistance
- Liaise with St Vincent de Paul and other agencies that may be able to assist students with uniform, books, laptop etc.
- Ensure compliance regarding and special needs, medical conditions, court orders, immigration or visa regulations in new enrolments
- Ensure data quality in student databases for all students specifically, new enrolments, changes of address, special needs or orders, medical records, transfer forms for exiting students, ensuring that data is accurately and efficiently recorded
- Developing, reviewing and refining enrolment documentation and forms to ensure accurate details: -
    - Online enrolment forms, uniform forms, transition form, letters of acceptance, transfer forms, uniform information, notification of being unsuccessful.
- Collect language choice of Year 7 students on acceptance of enrolment
- Advise of transport arrangements at the College

Database and Systems management

- Maintain an accurate record of year level numbers across the College, using College software systems
    - Entering all new enrolments and removing exiting students
    - Consult with the Deputy Principal Students, Deputy Principal Teaching and Learning and the Timetabler at the end of Term, Semester and Year changes and roll overs.
    - Manage student data requests including student roll over
    - Assist parents with how and where to gain access to XUNO, CANVAS and OPEROO
    - Provide the Business Manager with Census data throughout the year as required
    - Administer the Student VSN numbers
    - Manage the reporting of early leavers to Victoria State Government Education and Training
    - Update family/student contact data on College database as required – eg. Change of address, parish listing, family court orders, custody arrangements etc.
    - Assist with daily attendance of students
    - Monitor the Enrolment section of the College Website and make recommendations
    - Ability to understand data to identify trends of student enrolments/departures
    - Monitor daily student absences looking for trends or concerns and report to DP-Students
    - Monitor daily those leaving the College early or at lunchtime also looking for trends or concerns and report to DP students or Year Level coordinator any concerns

Marketing and Events

- Promoting the College as a friendly, welcoming, inclusive and dynamic learning environment
    - Providing informative and engaging tours for prospective students and families
    - Network with other Catholic Schools in the area
    - Assist Year 7 Coordinator with Orientation days
    - Assist all students on commencement Year 7 first day of school and other students as they start, to make sure they are ready to start and have made subject selections, uniform, laptop etc, before handing onto Year level Coordinator. Meet and greet as they arrive
    - Support the transition program from Year 6 to Year 7
    - Assist with the preparation of the Year 7 information arrangements
    - Collaborate with the Development Manager in planning, administration and running of of events such as Open Day, information evenings, school tours
    - Report to the Development team data and information about school tours, conversions and student exits. Facilitate the collection of data on new and prospective parents (including alumni information) and sharing this data
    - Liaise with Development Manager to ensure publicity of the school is consistent with school priorities and mission.
    - Ensure school events are appropriately photographed for internal, external and archive purposes
    - Monitor stock of College publications
    - Organize displays
    - Ensure visitors receive hospitality and queries are answered

	• Prepare statistical surveys as required • Draft correspondence/communications as required • As an Education Support Officer provide backup to Student Services/Reception and financing team • You will also work closely with the Development Manager, the Design and Digital Communication officer • All other duties as directed by the Principal and Business Manager **General** • Provide relief at reception when requested • Provide assistance in Canteen when requested • Support Parents and Friend in the running of Second Hand Uniform Shop
	Key Skills • High knowledge of the College and programs • Enthusiasm and belief in the College • Customer Service focus, confident face to face • High level of competency with information technology • Knowledge of SAS2000 database or willingness to learn • Knowledge of XUNO, First class and EMS360 or willingness to learn • Proficient use of Microsoft Office, Intranet and Internet • Capacity to manage own time, complete multiple tasks within a set time frame and show initiative • Attention to detail and accuracy • Ability to take ownership of tasks Internet systems such as Google Forms, Trybooking or willingness to learn • Highly effective communication and team-building skills • Strong interpersonal skills, including the ability to liaise with a range of College stakeholders • Demonstrated capacity to maintain confidentiality • Able to work independently with the ability to plan strategically, • Confidentiality is of critical importance of this role • Knowledge of marketing, event coordination and database development to enable analysis of student and family data
Child Safety and Pastoral Care	• 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 • Maintain currency of child safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
Professional Development	• Commit to ongoing professional development in relation to your role and the school's Catholic/Jesuit ethos • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Support collegial learning • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
General, Administrative and School Community Duties	• Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school events as required by the Deputy Principals • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries

The role involves participation in the following Co-Curricular activities	• Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

Full Time Education Support remunerated as per the Victorian Catholic Education Multi Enterprise Agreement 2018.

Hours 8.30 TO 4.45 with 40 minutes for lunch

Category C 7 weeks leave during school holidays.

This role will require the ability to work some flexible hours to attend meetings, events, promotional Expos, Parent Information Evenings etc

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate
- Proof of Covid-19 Vaccination Certificate
- Level 2 First Aid- supplied by the College
- Completed “School and Early Childhood Infection Preventions and Control During Coronavirus (COVID-19) training
- Be fully vaccinated for COVID-19 plus have had booster