



Loyola College

Position Description Registrar (Part-Time)

Role:

The Registrar is accountable to the Principal via the Business Manager. She/he has responsibility for the overall process of student registrations. This varies and will involve key tasks such as attending to general enquiries, processing applications, constructing letters and maintaining the student databases. The role requires a person with strong interpersonal skills and an ability to promote a positive approach to prospective parents. Also, as student registration data determines grant allocations, accurate records must be maintained.

Key Responsibilities:

- Attend to enquiries regarding enrolments
- Process enrolment applications
- Co-ordinate enrolment interviews
- Maintain enrolment application databases
- Construct letters regarding enrolment for the Principal's signature
- Co-ordinate and maintain updated documents pertaining to enrolments
- Maintain student database (Synergetic)
- Submit Census returns and CEO survey returns as required
- Maintain ongoing accurate records of current student enrolments & issue regular reports on student numbers
- Maintain and follow up re-enrolment documents
- Maintain and Monitor Student Attendances(Synergetic)
- Follow up on student cancellation of enrolment and consequent transition of students to another school
- Interviews with prospective parents and students
- Support Reception Role
- Attend to incoming telephone enquiries
- Support other Administrative Staff as required
- General photocopying
- Responsibility for catering
- Other duties as directed by the Principal

Personal Traits:

- Ability to work with a minimum of supervision
- Ability to work as an effective team member
- Excellent interpersonal skills and ability to relate to all sections of the Loyola community i.e. staff, students, parents (both prospective and current)
- Excellent communication skills (both verbal and written)
- Discretion and confidentiality
- Ability to work under pressure and meet deadlines
- A commitment to ongoing professional development

Specific skills:

- Knowledge of Synergetic database is an advantage otherwise exposure to database management is ideally required
- 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.

Current duty days/hours (30.75 hours per week):

Monday: 8.00am-4.30pm

Tuesday: 8.30am-5.00

Wednesday: 8.00am-4.30pm

Thursday: 8.00am-4.15pm

Salary, conditions and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2013 apply to this position
- The position is a part time Education Support ES Level 2 (FTE .81)
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- Salary range is \$61,674 - \$63,980 (Full-time equivalent)
- *Category A* - Four weeks annual leave, to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is usually not available for leave)
- Discount of approximately 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College, and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal
- This position is a shared role with another member of staff.

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.