

ENROLMENT REGISTRAR – DUTY STATEMENT

1. POSITION IDENTIFICATION

POSITION TITLE:	Enrolment Registrar
REPORTS TO:	College Principal, through the Business Manager
AWARD:	WA Catholic School Support Staff Enterprise Agreement 2024
CONDITIONS:	Full Time on-going. 8am to 4.30pm each day.
REMUNERATION:	Administrative & Technical Services, Level 4 (46 weeks), Step 1 – 6 (dependent on experience).

2. THE ROLE

This position forms part of the College Support staff namely; the administration team. The person appointed is responsible directly through the Business Manager to the Principal. As a member of administration office staff, the Enrolment Registrar will support the Principal and teaching staff in the overall work and Mission of the College and demonstrate high standards of professionalism and administrative efficiency.

In addition to being a member of a broader team that will at times be called to assist or work on tasks as part of a group, the role encompasses a major responsibility in overseeing College Enrolments.

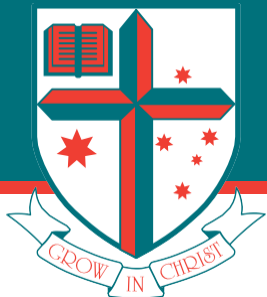
This specialist role has an important function in coordinating future and prospective enrolments, as well as maintaining records and details regarding the current student enrolment. As the key administrative role in relation to enrolments, a vital aspect of the position is working closely with the College Principal and Business Manager as well as attending to significant enquiries and records regarding enrolment applications and their progress.

3. SPECIFIC DUTIES

The primary responsibility of the Enrolment Registrar is to provide support in the following:

Enrolments:

- Attending to direct and indirect enquiries about enrolment to the College
- Ensure that enrolment procedures and protocols are maintained.
- Liaise and work with strategic members of the College staff, in particular the Deputy Principals and Heads of Year with specific information and notifications in relation to incoming students, exiting students, clearance forms and specific information pertaining to an individual enrolment, as permitted.
- Manage and process enrolment applications and subsequent filing and record keeping.
- Coordinate and organise enrolment interviews for Executive Leadership Team members, as required.
- Prepare and distribute correspondence and responses related to enrolment including



successful and unsuccessful letters.

- Assist directly with activities or events related to enrolment including Open Day, College Scholarships and their implementation, Year 7 Placement Testing, prospective student recruitment, visits to primary schools, liaison with surrounding primary schools regarding information, deadlines, and the College process for enrolment.
- Assist the College Business Manager with enrolment and overseeing International Students
- Prepare and provide reports and data for the Principal regarding current enrolment numbers, prospective students, waiting lists, exit trends and general enrolment issues.
- Maintain strict confidentiality in regard enrolment matters, applications, and records.

Marketing:

- Engage with our communications and marketing team to develop enrolment marketing initiatives that promote the College's mission, values and unique offerings, including open days, school tours, community events, and digital marketing campaigns.
- Manage prospective family engagement by maintaining regular communication, responding to enquiries, and nurturing relationships throughout the enrolment journey to maximise enrolment conversions.
- Collaborate with College leadership and communications staff to create and distribute enrolment marketing materials, monitor campaign effectiveness, and identify opportunities to enhance the College's profile and attract new families.

Administrative and Clerical tasks:

- Assisting other members of the Administration staff in busy periods when directed specifically by the Business Manager
- Where necessary assist in the redirection of phone or email enquiries to appropriate staff
- Where necessary provide assistance to parents via telephone or in person
- Enrolment data entry into AOS database
- Assist the Executive Leadership Team regarding enquiries or records related to enrolment.
- Meet with the College Business Manager and Principal as required regarding enrolment matters or issues.

4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Experience in administration, customer service, reception, or related fields.
- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Proficiency in Microsoft Office applications.
- Ability to work independently and collaboratively within a team environment.
- Commitment to supporting the Catholic ethos and values of the College.
- Current Working with Children Check and National Police Clearance or the ability to obtain.



Desirable

- Experience within a school or educational environment.
- Knowledge of enrolment processes and customer service practices.
- Experience using school administration systems such as AOS and SEQTA.
- Experience supporting events, stakeholder engagement, or administrative projects.

5. OTHER

Personal Attributes

The successful applicant will demonstrate:

- A friendly, professional, and service-focused approach.
- Strong interpersonal and relationship-building skills.
- Integrity, discretion, and reliability.
- Initiative and a willingness to support team objectives.
- Excellent organisational skills and attention to detail.
- A proactive and flexible attitude.
- Commitment to contributing positively to the College community and supporting the mission and values of Chisholm Catholic College.

Child Safeguarding and Catholic Ethos

Chisholm Catholic College is committed to providing a child-safe environment where all students are respected, protected, and empowered. All employees are expected to uphold the College's Child Safe Framework, maintain professional standards of conduct, and support the Catholic identity, mission, and values of the College.

This position is subject to annual, informal review via the Business Manager which may see agreed revision of duties and tasks. In addition, a formal appraisal process shall occur in every third year.