

Education Support Officer - Registrar

Position Description



Mission. De La Salle College is a Catholic boys' College based on the teachings of Jesus Christ in the tradition of St John Baptist de La Salle. We are committed to inspiring a life of faith, learning, leadership and service.

Vision and Philosophy. To be an outstanding school striving for excellence and innovative academic achievement in a supportive community to best prepare young men for our world. A Lasallian school offers a human and Christian education which enables our students to discover their potential and their mission in a community of faith. A Lasallian education prioritises service to the poor and marginalised and emphasises respect for all.

Values. At De La Salle College, we are committed to our faith, our educational community and our spirit of service and compassion. Our Lasallian charism guides, nurtures, challenges and encourages all our endeavours. We value our role in the international Lasallian network and strive for meaning, relevance and creativity to deliver a quality education for our young men in a 21st century environment.

Role Purpose

The Registrar supports the mission, vision and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships. The Registrar is responsible for the smooth and effective operation of student admissions, alumni matters and fundraising for the College.

The Registrar is responsible for helping to achieve enrolment targets, positive engagement with the College Alumni and protection and the promotion of the College's fundraising.

The Registrar has two direct reports that are part of the Development team:

- Assistant Registrar
- Education Support Officer –Alumni & VASS

The Registrar role works collaboratively with the Development team, and works closely with the Deputy Principal – Students regarding student admissions and the Principal and wider College Executive Team.

Key Areas of Responsibility

The role includes, but is not limited to the following:

General Student Admissions

- Managing the enrolment process from enquiry to completion including liaising with prospective parents in line with enrolment timelines prescribed by Catholic Education Melbourne (CEM) and internally set enrolment timelines;
- Implementing and managing procedures to ensure accurate student records are kept inclusive of data entry for all student records;
- Management of enrolment data is recorded in Student Management System (Synergetic) for all incoming and exiting students;
- Monitoring, processing and accurately reporting student movement in conjunction with the DP Students and the Wellbeing Team;
- Ensuring student data for all students, along with hard copy files, are maintained appropriately as per the College's Archive Policy;
- Producing relevant enrolment status reports and statistics monthly for the Principal and Director of Finance and Administration;
- Providing student related data and survey information to CEM and other authorised organisations submitting on behalf of the Principal including bi-annual Census data;
- Coordinating all College tours including scheduling staff and student ambassadors and training ambassadors/ staff as per the College Calendar;
- Coordinating all enrolment related events such as transition visits, enrolment interviews and information evenings/mornings in conjunction with the Wellbeing Team.
- Attending College events as agreed with the Director of Finance and Administration relevant to the role, noting that they may occur outside normal business hours.

Alumni

- Managing all alumni events including the planning and promotion of same in conjunction with the Education Support Officer – Alumni & VASS.
- Overseeing the maintenance of the alumni and Mothers of Former Students (MOFS) records (Synergetic: @SP and @MOFS constituencies);
- Attending some Alumni/MOFS events, as required and agreed to, noting that these may occur outside normal business hours;
- Playing a leading role in building and strengthening relationships with the College's key constituencies (primarily alumni, past and present parents and staff).
- In an Annual Action Plan identify costs associated with the Alumni events and create a budget for submission by August each year;
- Managing the annual Alumni budget to ensure no overspending occurs.

Fundraising

- De La Salle College will, once a Master Plan is finalised, undertake a Fundraising Program to assist in the implementation of any building program. The Registrar will be required to manage all fundraising programs in conjunction with a Fundraising Committee, including coordinating functions and events, preparing advertising and promotional content including web based and printed material.

Preparing regular fundraising progress reports and updates to the Fundraising Committee as required.

Professional Practice

The Registrar will be required to;

- Attend Office Administration and whole Staff Meetings, as required;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in Annual Performance Reviews.

Key Selection Criteria

Experience, skills and qualifications

- Tertiary qualifications in Business with a minimum of five years experience in a similar role;
- Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation and external stakeholders;
- Excellent written and verbal communication skills;
- Advanced level skills in the use of the Microsoft Office Suite;
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines;
- Work well under pressure and manage competing tasks with absolute attention to detail;
- Experience in a school environment would be advantageous;
- Working knowledge of Synergetic (Student Management System) is desirable;

Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College;
- Commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- Demonstrate professional and collegiate relationships with colleagues;
- Innovative thinker who is able to use initiative to provide best outcomes for the College;
- Ability to problem solve when needed;
- Flexibility and reliability is required in this role;
- Possess great work ethics and commitment to continuous improvement;
- Enthusiastic and highly motivated to contribute;
- High level of professional personal presentation in adherence with the College professional dress code;
- Operate effectively in a team environment;
- Proactively demonstrate the school values;
- Maintain high work standards with minimal supervision.
- Working With Children Check for Victoria and National Police Record Check required prior to commencement
- Current Victorian Driver's Licence required, use of a College vehicle will be provided as/when needed.

General Responsibilities

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff 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.

Breaches will be managed as per the VCMEA 2018 Clause 13 – Managing Employment Concerns.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team.

This responsibility extends to:

- maintaining the workplace in a safe condition and reporting any identified hazards;
- actively promoting and implementing agreed OHS procedures;
- identifying OHS training needs of both individual staff and the department as a whole;
- ensuring that staff working in the department are aware of their own responsibilities under OHS requirements.

Staff in the department are to be advised that they are to:

- take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- follow established safe working procedures, instructions and rules;
- cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on OLLIE.

Accountability

Reports to:	Director of Finance & Administration
Internal liaisons:	Principal, College Executive, staff, students (current and past), parents (current and past), members of the Development department (Marketing & Communications Coordinator, Assistant Registrar, ESO – Alumni and VASS, ESO - Communications)
External liaisons:	External suppliers, Catholic Education Melbourne, prospective parents and students, primary schools and other secondary schools, Alumni and MOFS.

Conditions

Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2018.

Classification:	This is an Education Support Officer, Category C position, Level 3 This position also comes with a Position of Leadership equivalent to a POL1
Time fraction:	Part time 0.60 FTE
Tenure:	Maternity Leave replacement – 12 months
Leave:	7 weeks annual leave (to be taken during school holidays)

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

De La Salle College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.