



Position Information Document

Position Title	Registrar
Supervisor	Head of Campus and ultimately to the Principal
Employment Type	Permanent
Classification	Administration
ESO Grade	ESO Grade 4
ESO Stream	Administration
Hours Per Week	22.5 hours
Weeks Per Year	42 weeks

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

Key Working Relationships

- Executive Leadership Team
- Campus Leadership Team
- College Staff
- Students
- Parents & Families
- External stakeholders and providers

KEY AREAS OF WORK

- **The Registrar will:**
 - Provide a responsive service that is professional, represents the College's values and puts the student and family at the centre of our business
 - Be the point of contact for future parent enrolment enquiries and ensure equity of enrolment and application of the College's Enrolment Policy
 - In collaboration with the Leadership Team and Advancement Team, develop and maintain an innovative and current enrolment strategy for Students in line with Enrolment procedures
 - Regularly review the effectiveness and currency of enrolment forms, contracts, letters and procedures
 - Ensure monitoring and timely follow up of all recorded queries including making appropriate notes and ensuring follow up
 - Organise, administer and co-ordinate the 'bulk' interviews with prospective students and families and key members of the College staff
 - Be responsible for arranging tours of the Cardijn campus that provide informative and positive experiences and present the College in the best possible light for prospective students and families
 - Complete and record all enrolment documentation
 - Facilitate the timely acknowledgement of application letters to future families
 - Create letters of offer of enrolment in line with the College enrolment interview process
 - Coordinate the transition process between prospective students' current schools and the College
 - Be responsible for the implementation of the relevant regulations and other legal obligations regarding enrolment
 - Assist in the representation at internal events such as Open Days, Transition Day and New Parent Information Evenings, and promotional events to ensure Cardijn College is represented in the wider community and to ensure prospective families are provided with accurate and appropriate advice
 - Provide statistical information to the Principal for the Board report as required
 - Be responsible for identifying enrolment trends and patterns of withdrawal across the College and provide recommendations to the Principal on the number of enrolments required to sustain the College in future years to assist with strategic planning
 - Liaise with Finance team members regarding the payment of confirmation of application and enrolment deposits
 - Manage the administration around students leaving the College including collecting

the clearance documentation, recording the attrition data including destination, communicating departures, and liaising with Finance

- Be responsible for the maintenance of an accurate and comprehensive future student filing system

Other

- Perform other duties as required by the Principal (or delegate).

PERSON SPECIFICATIONS

- Active support for the Catholic ethos and the College Mission and Values.
- Demonstrated experience providing high quality reception / administration services in a large organisation.
- Effective interpersonal and oral communication skills and the ability to relate to a wide range of stakeholders.
- High-level problem solving, organisational and time management skills with the capacity to determine priorities and manage competing deadline.
- Well-developed written communication skills with capacity to prepare correspondence, documents and respond to enquiries.
- Sound knowledge of contemporary administrative systems, software (Microsoft Office Suite) and practices, and experience in interpreting and applying a range of relevant policies and procedures.
- Ability to maintain a high level of confidentiality in relation to employee, students and families at the College.
- Deliver first aid for students and respond to emergency situations.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working With Children Clearance and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by

the employer.

- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.