



Position Information Document

Position Title	Registrar
Supervisor	Deputy Principal, and ultimately to the Principal
Employment Type	Permanent
ESO Grade	ESO 5
ESO Stream	Administration
Hours per Week	37.5
Weeks per Year	45 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 OVERVIEW

The Registrar holds a pivotal role in welcoming and supporting prospective families, overseeing the entire enrolment process from initial enquiry through to student transition. This position ensures that all enrolments are managed with a high standard of professionalism, equity, and care, in full compliance with relevant policies and legislative requirements.

Collaborating closely with College leadership and cross-functional teams, the Registrar contributes to the development and execution of enrolment strategies, provides data-driven reporting and trend analysis, and supports long-term planning initiatives. Additionally, the Registrar plays an active role in promoting the College through community engagement and participation in key events

Key Working Relationships

- Principal
- Marian Leadership Team
- EA to Principal
- Assistant Registrar (Marian Campus), Registrar (Galilee Campus) and Enrolments Officer (Marcellin Campus)
- Advancement Team
- Parents and Guardians
- Relevant PORs, teachers and ESOs

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 Marian Campus that provide informative and positive experiences and present the College in the best possible light for prospective students and families
- Liaise with the Advancement team regarding promotional material for the prospectus, website and advertising as well as strategies that maintain public interest and increase understanding of the College's educational programs
- Complete and record all enrolment documentation
- Lead and manage the census and related reporting requirements, including participation in audits where applicable
- Oversee the management of all student records, including archiving, retrieval and compliance with CESA's Records Management Policy
- 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 co-ordination of and 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
- Monitor and provide timely and relevant reports on enrolment outcomes to the College Board
- Provide statistical information to the Principal for the Board report as required
- In conjunction with the Business Manager, provide projected statistics for the following academic year and up to date forecast figures for upcoming school terms
- 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 application process for exemptions from the College, short term and long term, including gathering the relevant information and following through with Catholic Education SA where necessary
- 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
- Maintain register and reporting of enrolments as required by Catholic Education SA
- Support the Assistant Registrar (Marian Campus), Registrar (Galilee Campus) and Enrolments Officer (Marcellin Campus), in fulfilling all aspects of their role

Other:

- Perform any other duties as required from time to time by the Principal

WORK HEALTH & 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 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Police Clearance to work in Catholic Education SA
- Approved Responding to Abuse and Neglect training
- First Aid training
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors

PERFORMANCE REVIEW

- The employee must undertake a performance review on an annual basis
- 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

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.