HEALTH AND FIRST AID OFFICER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:
- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Registrar is the first and continual point of contact for all prospective families from enquiry to enrolment at Sacred Heart Girls' College. They are expected to demonstrate a comprehensive understanding of the College's vision, mission and values; history and traditions; teaching and learning programs; co-curricular programs and facilities; and communicate these to prospective parents and students in a positive way. The Registrar will also provide data and recommendations to the Community Relations and Engagement Leader to assist with strategic planning and generate weekly and monthly enrolment reports for the Leadership Team.

The Registrar, in conjunction with the Community Relations and Engagement Leader, will develop and implement student enrolment and retention strategies that maximise and maintain enrolments in all areas of the College. They promote the College to the wider community in a variety of ways and assist families in helping them decide that Sacred Heart Girls' College is their school of choice.

The Registrar promotes the philosophy of the College as outlined in the Mission and Vision Statement. The Registrar will provide students with a child-safe environment and be familiar with and comply with the College's child-safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety.

KEY RESPONSIBILITIES

Student Enrolments
- Act as the first point of contact for enrolment applicants by:
    - providing accurate enrolment information for the College website to the Digital Content and Publications Officer
    - responding to and following up on all enrolment enquiries within 48 hours
    - organising Open Mornings and other events relating to enrolments
    - ensuring material included in information packages including the College prospectus, promotional materials, enrolment forms and College-branded merchandise are up to date and promote the College advantageously.
- Administer the enrolment process by:
    - liaising with relevant schools regarding enrolment policy and processes
    - monitoring and responding to all 'Enquiry Tracker' enquiries
    - scheduling enrolment interviews

- preparing correspondence, documentation and forms required for all new enrolments
- preparing correspondence for unsuccessful enrolment applicants
- liaising with the Principal and Director of Business Operations regarding families who may have identified financial difficulties related to the payment of fees
- ensuring compliance regarding any special needs, medical conditions, court orders, immigration or visa regulations in new enrolments.
- Establish and ensure data quality in student databases for students new to the College specifically:
  - new enrolments
  - changes of address
  - special needs or orders
  - medical records
  - transfer forms for exiting students
  - ensuring that data is accurately and efficiently recorded within the College student database, Synergetic.
- Maintain long-term projections on student numbers in primary schools in the College catchment area.
- Collaborate with the relevant College Leaders to coordinate arrangements and preparations for:
  - College tours
  - Exiting students.
- Develop, review and refine enrolment documentation and forms to ensure accurate details for:
  - online enrolment
  - uniform
  - transition
  - letters of acceptance
  - transfer.
- Develop and implement student enrolment and retention strategies that maximise and maintain enrolments in all areas of the College.

Database and System Management
- Prepare timely statistical data in preparation for reporting requirements for MACS and Government bodies.
- Enter all new enrolments and removing exiting students from the College software systems.
- Oversee updates to the Enrolment section on the College website.
- Investigate and understand data to identify trends of student enrolments/departures and enquiry conversion.

Marketing and Events
- Provide informative, engaging tours of the College for prospective students and families.
- Use marketing information provided by future and current families at enquiry, application, enrolment and exit stages to influence marketing strategies.
- Coordination of and representation at special promotional events such as Open Mornings, Tours and Year 8 to 12 Transition Sessions and support at welcome and orientation events as required.
- Monitor advertising and promotional materials in accordance with the College marketing plan, maintain and monitor the effectiveness of such materials.

Community Engagement
- Collaborate with the Community Relations and Engagement Leader to ensure a welcoming environment for prospective families
- Support and encourage ongoing communication and engagement activities with prospective parents to maintain contact throughout the enrolment process.
- Establish and maintain relationships with feeder primary schools.

Administration
- Manage the day-to-day workflow of the Registrar's position.
- Manage the Registrar email inbox on a daily/ongoing basis.

- Contribute to the development and maintenance of the College's administrative systems and procedures, relating to enrolment, to ensure efficiency and effectiveness
- Apply the College's Privacy Policy and Australian Privacy Principles in ensuring measures are employed to maintain the strictest level of confidentiality.
- Other duties as directed by the Community Relations and Engagement Leader and/or Principal.

EXPERIENCE & SKILLS

Experience
- Experience working as a Registrar or in enrolments in a secondary school or other educational environment.
- Experience in the Catholic School system is desirable.
- Experience using Microsoft Office 365, Learning Management Systems such as SIMON and database systems such as Synergetic.

Skills
- Excellent verbal and written communication skills.
- Ability to maintain high levels of confidentiality, discretion and professional conduct.
- Exceptional customer service and interpersonal skills to build strong relationships with key stakeholders.
- High level organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
- Ability to work both independently and as a member of a team.
- Strong attention to detail and accurate record keeping and database management skills.
- Strong problem-solving, analytical and reporting skills.
- High level computer literacy and proficiency in using software such as Microsoft Office applications with a willingness to learn new packages as appropriate.

VARIATION TO ROLE

The Principal, or delegate, may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Community Relations and Engagement Leader
Internal Liaisons	Principal, Leadership Team, Learning Diversity Leader, Staff and Students
External Liaisons	MACS, Registrar Network, relevant Primary Schools, Parents/Carers, prospective families
Conditions	Education Support Officer - Category C (Level 3) Full Time *Note: This position may, on occasion, require work outside regular school hours.* Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment	Ongoing