The College Registrar is an integral link in the efficient and effective operations of St Francis Xavier College. This position primarily focuses on the needs of and support to St Francis Xavier College students and their families and to prospective families, particularly with reference to enrolment issues. The College Registrar is directly responsible to the Principal.

Responsibilities:

- Process all enquiries regarding enrolment of students at each of the three campuses
- Assist in procedures for new Enrolments and Exits
- Maintain details regarding student Exits (i.e. reason, destination, etc…)
- Arrange the Year 7 Enrolment Interview Sessions early in the Grade 6 year (i.e. venues, appointments, personnel, etc…)
- Attend the Grade 6 into Year 7 Parent Information Evenings in order to receive Enrolment Applications, deposits, handle queries, etc…
- Ensure the Diocese of Sale Enrolment Policy and protocols are observed
- Liaise closely with the Community Liaison Leaders in promoting the College at times of Year 7 Enrolment and in the facilitation of materials for parents of Grade 6 students
- Production of advanced photocopy materials, e.g. College booklets, flyers, newsletter, yearbook
- Maintain an accurate database of Student Enrolments
- Maintain an accurate database of family details (i.e. Contact numbers, emergency contact persons and details, siblings, etc…)
- Assist in maintaining student profiles, files and records
- Maintain records regarding feeder primary schools, numbers coming from, etc…
- Enter and obtain reports from the school computer system – SAS2000
- Phone contact with relevant organisations and/or personnel in other schools on issues relating to Enrolment
- Provide support to senior management personnel on issues relating to student numbers, projected enrolments, etc…
- General office duties as required
- Any other duties as directed by the College Principal

General Work Description:

The colleague is required to undertake duties needing additional experience or knowledge such as may be gained by the completion of a relevant three year post secondary qualification or from on-the-job experience considered relevant by the employer.

The colleague is often required to exercise

- leadership
- significant initiative
- independence
- total discretion
- team spirit and abilities

and is required to demonstrate expertise in each of the responsibilities outlined above.