POSITION DESCRIPTION Role and Responsibilities
College Registrar

Primary Objectives of the Position:

- Develop and implement student recruitment and retention strategies that maximise and maintain enrolments in all areas of the College to contribute to the ongoing financial viability of the College

- Promote the College to the wider community and assist families in helping them decide that John Paul College is their school of choice.

Key Duties and Accountabilities

1. Maintain and enhance enrolment procedures and processes through the development and implementation of strategies to cultivate new student enquiries and by providing an efficient, informative and client responsive service to prospective families.

2. In collaboration with the Senior Leadership Team, develop and maintain an innovative and current enrolment strategy for domestic, international and boarding students.

3. Conduct interviews with prospective students and families, ensuring that the school can meet the needs of individuals, whilst also assessing that the prospective student is suitable for the John Paul College family.

4. Organise, administer and co-ordinate annual student interview days for large intake year levels, eg Prep / Kindy.

5. Assist in the co-ordination of and representation at internal events such as open days, family welcomes and orientation events. External events such as school expos and boarding tours, to ensure John Paul College is represented in the wider community and to ensure prospective families are provided with accurate and appropriate advice.

6. Liaise with the International Department regarding full-fee paying overseas student enrolments.

7. Assist in the co-ordination of and representation at internal events such as open days, family welcome and orientation events, and external events such as school expos, boarding tours and promotional events to ensure John Paul College is represented in the wider community and to ensure prospective families are provided with accurate and appropriate advice.

8. In collaboration with the Director of Marketing and Communication, design and implement marketing materials and strategies that maintain public interest and increase understanding of the College’s educational programs and products.
9. Provide statistical information to the Headmaster for the Board report as required. Provide projected statistics for the following academic year and up to date forecast figures for upcoming school terms.

10. Identify enrolment trends and patterns of withdrawal across the College and provide recommendations to the Headmaster on the number of enrolments required to sustain the College in future years to assist with Strategic planning.

11. Provide and examine statistical data re: the student journey from enquiry to recruitment to retention. Produce reports for the Headmaster on the number of enrolments required to sustain the College in future years to assist with strategic planning.

12. Prepare and provide statistical data and information to government departments (State and Federal Census; DEEWR; MCEETYA; CRICOS registration; DIAC) and assist with audit visits arising from the submission of data to government agencies.

13. Manage and maintain the student administration system (Synergetic database).

14. Ensure enrolment personnel are fully trained and equipped to maintain database accuracy and ensure data integrity as an ongoing process.

15. Oversee the external academic, performing arts, sporting and indigenous scholarship programs, from advertisement to interviewing and final selection to ensure the most appropriate students are recommended. Administer the internal scholarship program in conjunction with the Heads of School and Dean of Studies and the Headmaster and Deputy Headmaster.

16. Act as Chairperson of the Uniform Committee and oversee the use of the College crest in uniform items for students, staff and parents in all areas of uniform including co-curricular.

17. Actively participate as a member of the Senior Leadership Team to assist in the development and implementation of strategies and policies that further enhance the College’s educational programs and image to the wider community.

18. To arrange and/or conduct tours of the campus that are informative and positive experiences that present the College in the best possible light for prospective students and families.