



STAR OF THE SEA COLLEGE, BRIGHTON

College Registrar and Community Engagement

Role Description – Fixed Term One Year Contract

Overview

Star of the Sea College is a Catholic Independent girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been under the governance of Kildare Ministries. The College has a rich tradition of educating students to make a difference in the world and work for justice.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the role requires a willingness to support and uphold the Catholic ethos and Presentation values of the College in a professional capacity, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Annual Action Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

Child Safety

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members. All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current Working with Children Check (WWC). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Major Areas of Responsibility

The College Registrar and Community Engagement Officer is a public face of the College – an influential first point of engagement with the members of community who seek enrolment at Star of the Sea College.

The College Registrar and Community Engagement Officer administers the implementation of the College's enrolment policy and procedures as they relate to all student admissions. The role also builds and maintains the College's good standing in the wider community in the way that the Registrar engages with families and students, past and present.

Success in this position requires the incumbent to perform many and varied tasks which involve discretion, confidentiality, initiative and attention to detail. Success will also ensure that all enrolment procedures reflect the College's Mission and Guiding Principles.



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The College Registrar and Community Engagement Officer undertakes the responsibilities and duties that are relevant to the enrolment and exit of all students.

Duty Statement

The following duties are aligned to the major areas of responsibility of the College Registrar and Community Engagement Officer:

<p>Student Enrolment</p>	<p>The responsibilities and duties relevant to the admission of all students include:</p> <ol style="list-style-type: none"> 1. being the first contact point for student enrolments providing: <ul style="list-style-type: none"> – accurate and up-to-date enrolment information on the College website, – timely responses and follow-up to all enrolment enquiries – information packages including the College Prospectus and enrolment forms 2. student Enrolment Administration Process: <ul style="list-style-type: none"> – Enquiries and communication – Application processing – Interviews and offers – Data management and reporting – Orientation and transition 3. keeping the College’s Enrolment Waiting List up-to-date for all year levels 4. ensuring data quality in College data management system, Synergetic, for all new students. 5. Preparing current student database for census data collection for MACs and Kildare Ministries, and VRQA audits. 6. preparing reports regarding enrolment trends to assist in College planning 7. collaborating with the Deputy Principal-Students and Year 7 Pastoral Leader to co-ordinate information distribution for Year 7 skills testing days, Year 7 Student Orientation and Parent information evenings, Years 8-12 Orientation and Parent Information packs 8. reviewing and refining enrolment documentation to ensure currency and accuracy according to College policy. 9. Collaborate with the Risk & Compliance Manager to ensure all material relating to the enrolment process is accurate, stored correctly, and in keeping with College policy & VRQA requirements
<p>Past Student Liaison</p>	<p>The responsibilities and duties involved with supporting past students and the Development & Communications Manager include:</p> <ol style="list-style-type: none"> 1. Responding to enquiries and requests from past students regarding their enrolment records 2. Supporting the Development & Communications Manager in their contacts with the College’s past students 3. Liaising with the Archivist in relation to past student needs 4. Maintenance of the database of deceased past students and portal change of details requests from current community members.



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<p>Community Engagement</p>	<ol style="list-style-type: none"> 1. Visit priority Parish schools with the Development and Communications Manager 2. Maintain relationships and provide enrolment information as required to Catholic Secondary schools 3. Communicate enrolment information to Priority Parish schools, including tours and application dates
<p>Reporting</p>	<ol style="list-style-type: none"> 1. Provide high-level Enrolment reporting to the Development and Communications Manager and Principal at least quarterly. 2. Maintain a Waiting list by year level. 3. Annual Enrolment enquires and application report. 4. Comparative Enrolment report Year by Year (Enrolment & Application numbers, changes in feeder schools, waiting list numbers) 5. Website reporting.

Criteria for Effectiveness in the Role

The effective performance of the College Registrar and Community Engagement Officer will be due to their capabilities across a broad range of the following:

Attributes & Dispositions

- Respect for the Mission, Identity and Guiding Principles of education in the Presentation tradition at Star of the Sea College
- Loyalty, authenticity, trustworthiness and reliability
- Discretion, courage and patience in the face of complex and confidential situations
- Determination to keep to timelines and manage deadlines
- Approachability as an active listener
- Openness to change and to learning in all situations

Knowledge & Understandings

- Comprehensive understanding of the College’s policies and procedures pertaining to enrolment, uniform, subject selection, etc.
- Thorough knowledge of Star of the Sea College Enrolment Policy
- The appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information
- The appropriate referrals to other members of the staff when managing enrolments

Skills & Capabilities

- Excellent administrative skills demonstrating the ability to:
 - implement effective and efficient work practices
 - locate information quickly and accurately
 - work collaboratively, flexibly, independently and creatively in a demanding environment
 - problem solve and be solutions focused



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- Exemplary customer service focus demonstrating:
 - the ability to build and maintain trusted relationships with all stakeholders
 - the capacity to multi-task and pay close attention to detail
 - the capacity to negotiate
 - the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary
- Demonstrated ability to work confidently with student management and database systems. Data accuracy is essential.
- The ability to choose and use formats for written communications appropriate to diverse needs
- The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role

Notes

1. It is expected that the College Registrar and Community Engagement Officer undertakes regular professional learning in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role. Belonging to a network of like professionals is expected.
2. The College Registrar and Community Engagement Officer is expected to comply with legislated occupational health and safety practices and participate in consultative processes to ensure workplace safety for staff and students.
3. Other duties and responsibilities may be assigned to the College Registrar & Community Engagement Officer by the Principal or delegate from time to time. The major areas of responsibilities and the duty statement are intended as a guide and are not intended to be an exhaustive list of responsibilities and duties assigned to the position.
4. This role description is subject to review and modification by the principal or delegate, in negotiation with the incumbent, in response to the evolving needs of the College and the experience and expertise of the incumbent.

Direct Report	Principal
Employment	Fixed Term, Full Time from July 2026 to July 2027
Qualifications	<ul style="list-style-type: none"> • Valid National Police Criminal Record and Working with Children Check • First Aid Qualifications • Membership with the EducatePlus Network desirable • Qualifications in Business, Marketing or related discipline desirable
Salary	<p>Entitlements under the Catholic Education Multi Enterprise Employer Agreement (2022)</p> <p>Education Support Employee – Level and Classification to be negotiated with the successful candidate</p>
Approved by	Principal
Version	1 [April 2026]