

Position Description

Enrolments Officer



WHO ARE WE

We are a team of committed educators who fundamentally believe that each child is unique and created in God's image. Together, with our students, parents and local churches and businesses, we are creating a learning community that authentically seeks to see each student flourish and grow in their own individual gifts, abilities, and passions. With Christ at the helm, we aim to provide quality, Christ-centred education as a foundation for life. Our practices are rooted in the belief that students learn best when they feel safe and loved, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about themselves and the impact they can make in the world they live in.

VISION

Together, creating an authentic learning community where students and staff flourish with Christ at the helm.

MISSION

To provide quality Christian Education, strong foundations for life and learning.

ROLE DESCRIPTION

The Enrolments Officer is responsible for managing and administering local and international student applications, scholarships, and admission processes, with the goal of ensuring maximised enrolments within the College & Early Learning Community. Specifically in response to enquiries from prospective parents the Enrolments Officer will effectively share the "stories" of the College as it relates to Christian education, the College's mission, vision and values, and student achievements and outcomes.

ACCOUNTABILITY

The Enrolments Officer will be primarily accountable to the Business Manager and ultimately, the Principal.

KEY INTERNAL RELATIONSHIPS

- Executive staff;
- Administrative and accounting staff; and
- Parents/Carers.

KEY EXTERNAL RELATIONSHIPS

- Professional and educational associations and networks;
- Government bodies;
- Prospective families; and
- Community.

QUALIFICATIONS

- Demonstrated experience working within a school environment would be advantageous;
- Must hold a 'Paid' Working with Children Bluecard;
- First Aid Certificate in an Education setting; and
- Driver's Licence.

FAITH-BASED ATTRIBUTES

- Committed Christian with current church involvement;
- Ascribes to the Statement of Faith and College values; and
- A high standard of personal conduct and an outworking of spiritual fruit.

KNOWLEDGE

- Sound literacy and numeracy competencies.

SKILLS

- Technological proficiency;
- Verbal and written communication;
- Organisation and initiative;
- Time management; and
- Attention to detail and accuracy.

PERSONAL CHARACTERISTICS

- Understanding, kind, and considerate;
- Professional, positive, and friendly manner;
- Ability and desire to learn and develop professionally, personally, and spiritually;
- Integrity and trust; and
- Teamwork and reliability.

PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects;
- Sufficient hearing to hear conversations in person and on the telephone one to one or in a group/crowd setting;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone;
- Ability to exert up to 5 kg of force to lift, carry, push, pull, or otherwise move objects;
- This type of work requires some standing, walking, sitting, bending, and reaching for extended periods of time;
- Using a computer for a prolonged period of time;
- Occasional food handling and preparation;
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office equipment, and move about the work area; and
- Employees in this classification may be subject to work environments that have exposure to weather or interiors that exhibit heat and/or cold, wet and/or humid conditions, moderate noise levels, and various work-related hazards.

PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively;
- Exhibit the appropriate management of anger and conflict resolution;
- Demonstrate high level of emotional resilience; and
- Demonstrate strong social skills and relatability.

KEY ACCOUNTABILITIES

Enrolments

- Review, manage and improve the enrolment process ensuring that all enquiries are followed up, actioned appropriately and timely to ensure we maximise our enrolment opportunities;
- Respond promptly and in an effective, friendly, and professional manner to all enrolment enquiries, whether received verbally, by telephone, letter, or by email. Follow up as required with prospective parents to secure applications, leading to prospective enrolments;
- Administer Enrol HQ and TASS, data collection and data entry in relation to the application and enrolment processes;
- Responsible for all documentation, computer processing and communication relating to the enrolment procedures of the College such as sending letters re interviews, application forms, offers for placement, entering all application details in the computer and the like;
- Work closely with the Executive Assistant with arranging interviews for future enrolments with the Principal, Deputy Principal and/or Director of Studies;
- Prepare detailed interview sheets for enrolment interviews;
- Liaise with Accounts in relation to estimates, fees and collections;
- Maintain and provide as required monthly statistical reports regarding enrolments and vacancies for current year and subsequent two years;
- Maintain statistics and records appropriate to provide information on parent and student profiles, applicant and enquiry information, past student information, enrolment growth information and other information as required by the Principal and/or Business Manager;
- Maintain waiting lists and ensure that schedules of activation of waiting lists are prepared and acted upon appropriately. (Note: Parents and students are NOT to be told of any position on any waiting list.);
- Ensure that all confirmed new students receive information regarding subject choices, direct debit form, book lists, uniforms, medical forms, and enrolment offers are returned signed prior to commencement at the College;
- Coordinate allocation with Student Services of all new students to classes, subjects, and houses;
- Follow up current families to enrol younger siblings;
- Create a new Primary student file when confirmation of enrolment is completed and provide to relevant staff prior to the student's first day, preferably a couple of days prior;
- As regards Secondary School enrolments, liaise with Director of Studies regarding subject choices and co-curricular choices;
- Provide orientation of new secondary students with relevant staff and make personal contact with student in the first week, with a follow up in four weeks; and
- Keep abreast of all Government regulations regarding enrolment of citizens, permanent residents, and temporary residents, including MCEETYA data collection.

Team Support

- Answer phone call overflow from Reception; and
- Other duties as required by the Principal, Business Manager or Deputy Principal.

Event Coordination

- Collaborate with the marketing team with planning and coordinating events for enrolments such as Open Days, Orientation Day, Principal Tours etc.

Professional Engagement

- Attend staff meetings, worship, and staff devotions;
- Report areas of maintenance online through the Helpdesk system;
- Be punctual on all occasions as far as possible, forwarding appropriate apologies when necessary;
- Be responsible with confidential matters;
- Be aware and supportive of College Workplace Health and Safety (OHS) requirements;
- Carry out work practices in accordance with current Workplace Health and Safety requirements;
- Adhere to all College Management Policies;
- Carry out all administrative practices in a competent and professional manner;
- Abide by the College staff dress code;
- Adhere to and implement all safe work practices and procedures in accordance with College policies; and
- Follow Workplace, Health and Safety procedures.