

ROLE DESCRIPTION	
ROLE TITLE	Enrolments Officer
DEPARTMENT	Development and Engagement
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2015</i>
ACCOUNTABLE TO	Principal
DIRECTION FROM	Director of Finance and Operations via Leader of Development and Engagement
CLASSIFICATION	Administration and Technical Officer Level 5
STATUS	Part-time or Full-Time (negotiable).
HOURS	Minimum 44 weeks per year Monday to Friday 8am to 4pm (negotiable)

MISSION STATEMENT

Newman College is a PK-12 Catholic College educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

Often the first point of contact for prospective families, the Enrolments Officer plays a pivotal role in promoting the College and proactively manages the enrolment process. Through the provision of excellent and responsive customer service, the Enrolments Officer builds positive relationships with prospective families, guiding them through the enrolment process from enquiry through to commencement.

KEY STAKEHOLDERS

Internal

- Senior Leadership Team
- Primary Leadership Team
- Students
- Teaching and Support Staff

External

- Parents
- Prospective Families
- Suppliers and Service Providers

ROLE RESPONSIBILITIES

Catholic Identify and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic College.
- promotes the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

Actively Support College Operations

- Compliance with all relevant legislative and regulatory obligations.
- Completion of administrative and operational activities in alignment with College requirements.
- A willingness to undertake tasks as requested by the Principal or their delegate.
- Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.

Enrolments

- Coordinate appropriate enrolment interviews and other interviews / appointments as necessary.
- Prepare documentation for, and attend, Orientation and Information evenings.
- Record and update all required family information into EnrolHQ and TASS databases.
- Maintain and update information on students with disabilities as directed by the Leader of Learning Support.
- In collaboration with the PK – 12 Curriculum Administrator coordinate the Guild allocation of new students.
- Maintain a current understanding of the College's key points of difference, operations, curriculum, co-curricular activities and future plans in order to provide prospective families with the most accurate and appropriate information.
- Keep appropriate staff informed of student movements – commencements, transfers and withdrawals.

Analysis and Reporting

- Provide regular reports to the Principal on current and projected enrolment figures.
- Analyse and report on the statistical data available in the College's enrolments database regarding the movement of prospective enrolments through each stage of the journey from enquiry through to commencement, sharing feedback and insight on factors affecting enrolments.
- Liaise with the Finance Department to prepare and provide data and information to relevant government departments, including bi-annual Census data, and assist with audit visits arising from the submission of data to government agencies.
- Assist to develop reports on enrolment forecasts; statistical information on student enrolments; comparisons between past and current student numbers.
- Provide strategic options in analysing enrolment forecasts and opportunities.
- Seek and compile feedback from families on the enrolment process to determine levels of satisfaction and opportunities for improvement.

College Events and Tours

- Conduct College tours for prospective students and families. Coordinate the involvement of College staff as required.
- Assist with organising Open Day, College Expos and any other College events with an enrolment focus in collaboration with the Events Officer and attend as required.
- Assist with the organisation of orientation mornings/days for new students, liaising with the appropriate staff.

Community Relations and Marketing

- Maintain assistance and work in the Development and Engagement Team in relation to events, social media and wider publications.
- Ongoing development of productive relationships with appropriate community bodies including, but not limited to:
 - Newman Parents Consultative Committee
 - Newman Parents
 - Newman Sports association
- Marketing groups and printing companies.

Publications

- Supply material to the Marketing Officer for inclusion in local newspapers, media, social media, and other education publications including, but not limited to, Lavalla, Catholic Education Circular.

Other Duties

- Undertake other duties as directed by The Principal and Director of Finance and Operations

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Colleges Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Qualifications:

- Year 12 (Secondary) Certificate
- Relevant tertiary qualifications or experience in a similar role.

Knowledge and Experience

- Knowledge of TASS, SEQTA, Consent2Go and MS Office applications or other College Enrolments Systems
- Supporting stakeholders with a strong customer service focus.

Skills and Abilities

- Highly developed technology skills
- High standard of ICT competency; database management.
- Highly developed interpersonal, written and verbal communications skills
- Highly developed time management and organisational skills
- Able to multi-task and calmly work under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality

Statutory Requirements

- Working with Children Check
- National Criminal History Record Check (Department of Education)