



## Position Information Document

<b>POSITION TITLE</b>	<b>Enrolment and Administration Officer</b>
<b>REPORTS TO</b>	<b>Principal</b>
<b>STREAM</b>	<b>Administration</b>
<b>CLASSIFICATION</b>	<b>Grade 4</b>

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

### Position Overview

Under moderate direction, the position of Enrolment & Administration Officer requires a wide range of advanced level and varied executive administrative duties and project work to assist the school Leadership team, School Board, staff and other members of the school community and visitors, to deliver an efficient and responsive customer focused enrolment and administration service.

The Enrolment and Administration Officer is the first point of contact for all prospective families to commence the process of enrolment. They will ensure effective procedures and practices that respond in a timely organised and empathetic manner to enquiries and which maximise the conversion of enquiries into enrolments. The position will also provide high level administrative support to the Leadership Team.

### Key Working Relationships

- Principal
- Business Manager
- Marketing Officer
- Student Records Administrator
- Current & prospective families including P&F representatives
- Staff



## DUTY STATEMENT

Duties include, but not limited to:

- Be the first point of contact for enrolment enquiries ensuring all enquiries, are responded to promptly in a quality, personalised and empathetic manner.
- Undertake the full scope of Registrar administrative duties including data management, arranging meetings/events/functions for prospective/new families/school tours/orientation days, etc.
- Under the guidance of Leadership develop and maintain a quality enrolment strategy for OLOG families, consistent with CESA enrolment policy and procedure.
- Facilitate timely and accurate enrolment documentation and reporting throughout the enquiry and enrolment process.
- Ensure all records and correspondence relating to enrolments are recorded in relevant management information systems at an advanced level including monitoring and following up on enquiries, making appropriate notes to achieve an active enrolment register.
- Provide regular reports to the Leadership team on the status of enrolment applications, enquiries, waitlists and withdrawals.
- Assist in the coordination of and representation at events such as Tours, Open Days, Transition Days and Parent Information sessions and promotional events.
- In conjunction with the Finance Manager, ensure application & enrolment fees received from prospective families are recorded in the enrolment register & receipted appropriately.
- Liaise with key kindergartens and ELCs to support strong relationships that promote OLOG as the Primary School of choice.
- Contribute to the design and facilitate planning and delivery of promotional, advertising and marketing materials at an advanced level, consistent with the school's marketing plan and priorities and CESA protocols. Administer school newsletters, website and social media platforms as applicable including facilitating the process for parent consent for photographs/videos etc taken for school and associated purposes, adhering to relevant guidelines and protocols.
- Support community engagement initiatives to assist OLOG P&F grow its capacity and effectiveness.
- Provide confidential administrative support to Leadership, including work of a highly confidential and sensitive nature.
- Liaise on behalf of the Principal with members of the school community, service providers, visitors, and external parties regarding school matters.



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- As directed, draft non-standard correspondence or responses to complex situations providing a high level of communication and confidentiality.
- Coordinate school events and celebrations, including organising catering, gifts, attendance confirmations etc.
- Administration of Principal's diary, meetings, and bookings, as required.
- Undertake responsibility for special projects where advanced administrative and organisation skills are required to effectively deliver required outcomes.
- Actively support organisation of and participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

## PERSON SPECIFICATIONS

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated experience in providing a high level of specialised administrative tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Able to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes. Experience in preparing and monitoring a budget is also expected.
- Comprehensive knowledge of relevant policies, procedures and associated obligations to meet all compliance requirements.
- Demonstrated ability to maintain a very high level of confidentiality.



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- Willingness to positively lead and support school activities/events, attend meetings and undertake required training.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.

## ROLE REQUIREMENTS

- A Diploma in Administration, Marketing or Business (or equivalent) comprising a minimum of one year of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.