



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Enrolments Officer

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Principal and Business Manager
Category	Administrative and Technical Services - Level 4 (0.7699 FTE)
Tenure	Ongoing - 4 days, 8am to 4pm, 45 weeks

PURPOSE OF THE POSITION

The Enrolments Officer is the first point of contact for prospective families, and is responsible for establishing and building on this key relationship for the College. Reporting to the Strategic Planning and Executive Assistant to the Principal they are responsible for assisting in all aspects of managing student enrolments process to attract and retain new families to become a part of our caring community.

CORE RESPONSIBILITIES

- To coordinate the enrolments process from initial enquiry through to enrolment and orientation
- Conducting tours for prospective families
- Preparation for and involvement at Open Night and Orientation Days
- Data entry of new Application Enrolments
- Maintain waitlists of prospective students
- Email or mail correspondence with applicants which are placed on the waiting list
- Administration of Enrolment Interview process, including booking and preparation of documentation
- Prepare letters relating to enrolment, including Letters of Offer
- Distribution, collection and processing of Confirmation of Enrolment and Re-Enrolment forms, including relevant documents
- Reconciling existing data in AOS against Enrolment forms, including data integrity checks and updates
- Following up with families to obtain missing information or to correct information
- Provide regular reports on enrolment and exit data
- Work with the Marketing and Communications team to create targeted campaigns to attract new families to the College
- Flexibility in taking on varied tasks as required
- Some duties will need to be performed outside 'normal' school hours or days including weekends

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Enrolments Officer continued

Additional Role Components:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Complete the necessary CEWA Accreditation - Orientation, Faith Story and Witness, and Accreditation to Work modules.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.