



ROLE DESCRIPTION

ENROLMENT ADMINISTRATOR

1. ROLE PURPOSE

Reporting to the Head of Enrolments this role forms a critical part of the Enrolments Team and is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Enrolments Team is to deliver a broad range of services to support the School's educational mission.

2. ROLE RELATIONSHIPS

The Enrolment Administrator is directly responsible to the Head of Enrolments. As with all School employees, the Enrolment Administrator is ultimately responsible to the Headmaster.

3. ROLE RESPONSIBILITIES

General administrative tasks across all areas of Enrolment services, including

- Manage the on-line Prospectus requests, and send out as requested within 48 hours
- Assist in organizing & administration of Information days, tour, placement tests, enrolment interviews etc.
- Support the Head of Enrolments and Enrolments Coordinator by providing data entry & administrative assistance as required.
- Maintain student and parent information in TASS database, so that all available data is current.
- Assist Enrolment Coordinator and Head of Enrolments with end of year/start of year information distribution and data collection, including advancing student information and inputting all new student info so it is complete prior to start of academic year
- Filing and processing of files/enrolments
- Mail out Enrolment Confirmation packages/letters as required.
- Mail out information packs to, and/or phone, new & current families relating to Orientation days, Placement Tests, School Tours, Revised Fee Schedules, Headmaster Reports and any other documents as required.

Specific administrative Responsibility for

Scholarships

- Liaise MG and MW in regards to the administration of scholarship portfolios, correspondence and running of the scholarship examination

Collateral Preparation

- Prepare packs for Tours
- Prepare packs and other collateral associated with Expos and Knox presence for overseas events
- Liaise MG in regards to requirements for overseas events

Files for incoming students, Prep and Senior

- Construction of files for incoming new students years K-11
- Prepare all new student hard copy files for the Senior School Administration & the Preparatory School.
- Liaise Heads of Academy and Head of Learning Support
- Responsible for follow-up of day student enquiries and enrolments throughout the journey; includes scheduled processes such as Call Ups for those in the major entry points, and actions associated with individual enrolment in those and other years

4. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Promoting Workplace Health and Safety standards
- Reporting incidents or accidents to the appropriate staff as soon as possible
- Reporting any near miss incidents to the appropriate staff as soon as possible
- Working within the WHS management systems that have been adopted by the School

5. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the **Enrolment Administrator** will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

6. TERMS OF EMPLOYMENT & REMUNERATION

This is a permanent full-time position. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Multi-Enterprise Agreement. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation