



ROLE DESCRIPTION

ENROLMENT CO-ORDINATOR ~ ADMINISTRATION ASSISTANT - WPS

ROLE PURPOSE

The Enrolment Co-ordinator / Administration Assistant is a member of the broader School Administrative Support Staff Team, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work. The function of the Administration Office team is to deliver a broad range of services to support the School's educational, pastoral and co-curricular mission. Within that context, the role of the Enrolments Co-ordinator / Administration Assistant focuses primarily on providing exceptional professional and administrative support to the Students, Parents and Academic Staff on a daily basis.

ROLE RELATIONSHIPS

The Enrolments Co-ordinator / Administration Assistant is responsible to the Head of WPS and the Head of Enrolments and Marketing, the Enrolments Co-ordinator / Administration Assistant will work with the Head of WPS and the Head of Enrolments in the management of the enrolment process for WPS and also provides administrative support to the WPS Administration Office. As with all School employees the Administration Assistant is ultimately responsible to the Headmaster.

This position will engage with Wahroonga Preparatory School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

ROLE RESPONSIBILITIES

The role of the Enrolments Co-ordinator / Administration Assistant is to provide a single point of contact for students, parents and Teachers. Providing support to the wider Office Administration Team as required.

Enrolments

- Ensure all enquiries are followed up within a 24 hour period.
- Coordinate all Tours and interviews.
- Manage all documentation to ensure it aligns with the Knox Grammar School application process.
- Liaise with the KGS Enrolment Administrator.
- Work with Head of WPS and the KGS Enrolment Administrator to ensure all process are followed with letters of placement offer and ensure the terms and conditions of enrolment are signed off by prospective parents.
- Ensure all documentation is completed and filed, this will include a full check list of enrolment requirements, including and not limited to, birth certificates / visas / education reports etc.
- Ensure all health reports are presented and filed.
- Maintaining accurate up to date data base for all students.
- Class lists are maintained and up to date.
- Liaise with KGS enrolments manager in regards to audits / census data / SES etc.
- Report on student starters and leavers each term.
- Notify KGS enrolments office of deferrals / withdrawals and any changes to days in Pre K.
- Organise assessments / play sessions / orientation days.
- Maintain disability funding records.
- Advise Knox uniform shop of new students and create online bookings through SOBS for bulk enrolments, ensure parents are aware of the process.

Relationships

- To contribute to the building of positive professional relationships within the School and broader School community.
 - To assist in developing effective communication links across the School community.
 - To provide support and loyalty to professional colleagues.
 - To provide prompt and cheerful service within the Enrolment and Administration Office to staff, students, parents and visitors.
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Key Administrative Support Services

- To be proactive and energetic with a positive approach to work.
- To have a demonstrable capacity to manage and prioritise tasks.
- To be discreet and able to maintain strict levels of confidentiality.
- To have highly developed organisational and interpersonal skills.
- To have meticulous attention to detail.
- To have ICT skills of the highest professional level.

Key Administrative Office Support Services

- Assist the Head of School and Deputy in preparation of reports when required.
- Manage the setup of new staff email accounts, manage staff distribution lists.
- Co-ordinate keys for all staff.
- Complete the Sentral data base roll over at the beginning of the new school year.
- Organise the set up for student testing – NAPLAN and ICAS.
- Manage the Google email accounts for WPS.
- Set up and manage the mid-year parent / teacher interview timetable using SOBS.
- Set up JotForms for school excursions for parent consent.
- Cover reception for lunch relief and to assist the Office Administrator at peak times.

WORK HEALTH & SAFETY

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

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

LENGTH OF TENURE & APPRAISAL/REVIEW CONDITIONS

The Enrolments Co-ordinator / Administration Assistant is appointed on a permanent, ongoing basis. As with all school staff, the incumbent will undertake regular programs of review and development.

TERMS AND CONDITIONS

The Enrolments Co-ordinator / Administration Assistant is employed under the general terms and conditions of the Independent Schools NSW (*Support and Operational Staff*) *Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

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 *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. 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.