

Position Description

Enrolments Coordinator

OVERALL PURPOSE OF THE POSITION

- To provide efficient and effective administrative support to the Enrolments office.
- To demonstrate a mature judgement and use of initiative in a range of office management and public relations situations.
- To support staff, as directed by the Director of Enrolments, to ensure the smooth and efficient functioning of the Enrolments Office.
- To be a part of a professional, focused and collaborative enrolments team.
- As one of the key public relations personnel at Barker, the Enrolments Coordinator must be aligned to the School's Vision and develop a thorough understanding of the School, its culture and professional expectations.

PRIMARY DUTIES & RESPONSIBILITIES

- To oversee the mail and the entry of all new enrolment applications into Engage is undertaken in a timely manner.
- To ensure the entry of all relevant data into Engage throughout the enrolment process, i.e. MCEETYA etc.
- To process all financial requirements of the Enrolments Office and enrolments processes.
- In conjunction with the other Enrolments Coordinators to be responsible for all tour bookings and organisation and the preparation of parent badges.
- To assist with the complete enrolment cycle of students as directed by the Director of Enrolments.
- To have the ability to prioritise, using sound judgement and flexibility.
- To assist with the management of all student applications, correspondence and readiness of documentation for testing and interviews.
- To ensure all filing is kept up to date.
- To prepare and supervise all incoming and withdrawing student files from receipt.
- To assist with marketing events as required including school tours and School Expos as they occur. This will include occasional after hours work.
- To liaise with the other Enrolments Coordinators to ensure the smooth running of the department and all student requirements.
- To maintain the office supplies and professional presentation of the Enrolment Offices.
- To provide cover for the other Enrolments Coordinators, and Director of Enrolments as required during school holiday periods (Term-Time plus 4 weeks).

SKILLS ESSENTIAL TO THE JOB

- Flexibility and willingness to undertake diverse duties that encompass high functioning secretarial, public relations and marketing.
 - Public Relations and secretarial experience.
 - Welcoming personal and phone manner and interpersonal skills.
 - Ability to work with children and supervise during interview process.
 - Maintaining focus, accuracy and attention to detail in a very busy office.
 - Advanced secretarial skills.
 - Advanced skills in the use of Excel spreadsheet, Word and MS Forms.
 - Demonstrated ability to use a data base for entry and retrieval of information.
 - Able to quickly understand processes and systems, both IT and physical.
 - Demonstrated initiative and flexibility.
 - Adherence to confidentiality and awareness of Privacy Laws.
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ESSENTIAL PERSONAL ATTRIBUTES

- Enthusiasm and energy
- Excellent interpersonal skills
- High order organisational skills
- Ability to multi-task
- Punctuality and ability to meet deadlines
- Flexibility with working hours in a busy workplace
- Problem solving ability
- Good humour and easy-going manner

Desirable

- Competency in the use of a broad range of ICT programs
 - Bilingual
 - Experience in a school setting
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WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
- Following policies, procedures and directions designed to ensure a safe environment;
- Reporting any hazard you identify to your manager or through the School's reporting processes;
- Reporting any injury sustained to your manager or through the School's reporting processes within 24 hours;
- Following emergency evacuation procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant.

ACCOUNTABILITY**General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - There may be times outside normal hours including weekends that need to be worked to ensure the smooth functioning of the office.
 - Flexible working hours
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QUALIFICATIONS

Tertiary/T.A.F.E. Additional qualifications desirable

Licences: Driver's Licence (Car)

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **The Head of Barker College**

The Immediate Manager: **Director of Enrolments**

This position: **Enrolments Coordinator**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Enrolments Coordinator**.

Approved by the Director of Enrolments on 2 July 2024.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: [candidate name]

Signature of Staff Member: [acceptance_status]

Date: [acceptance_date]