St Michael's COLLEGE

Enrolment & Administration Officer

ROLE DESCRIPTION

ROLE TITLE:	Enrolment & Administration Officer
CLASSIFICATION:	ESO Grade 4 Administration Stream
TENURE:	Permanent Part time
HOURS OF WORK:	32.5 hours per week / 41 weeks per year
BREAKS:	15 minute paid morning tea break 30 minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods
RESPONSIBLE TO:	Personal Assistant to the Head of Campus - Primary
KEY RELATIONSHIPS:	**Internal**: Principal, Head of Campus, Primary, Personal Assistant to the Head of Campus, Primary, Staff and Students
	External: College community families and visitors
LOCATION:	Based at the Primary Campus, Beverley

ABOUT ST MICHAEL'S COLLEGE

St Michael's College is a member of the global Lasallian family. We are committed to create a welcoming, inclusive Lasallian community, aligned with strategic commitment to optimise student experiences and outcomes.

Our commitment is to provide opportunities that will prepare students to be compassionate and enthusiastic participants in society who prioritise service to others, especially the marginalised and those in need. Guided by Lasallian teachings, enriched by contemporary educational theory and practices, students, staff and families are empowered to flourish and find success.

POSITION SUMMARY:
The Enrolment Officer provides high level administrative expertise and management oversight for the Primary Campuses' student intake process. This position is the crucial first point of contact for prospective families, ensuring an empathetic, highly professional, and efficient transition from initial enquiry to final enrolment.

The role requires database management, policy implantation, student intake data analysis and proactive communications with school leadership. The role also provides administrative support for the Campus.

The Enrolment and Administration Officer is a First Aid provider and maintains records relating to First Aid. This role will act as Administration Team Leader when the Deputy Principal's Assistant & Administration Team Leader is not on campus.

DUTIES:
The Enrolment & Administration Officer is to:

Enrolments:

- Maintain an effective enrolment process for the Primary Campus
- Respond promptly and efficiently in a friendly and professional manner to all enrolment enquiries (including walk-ins)
- Maintain day-to-day enrolment enquiries, including managing parent concerns, withdrawals of enrolment and enquiries regarding enrolment status
- Follow up enrolments with prospective parents
- Communicate with current families re the enrolment process for siblings
- Ensure positive relations are fostered with families throughout the enrolment process and maintained throughout the primary years
- Maintain accurate enrolment records and waiting lists for future students in the College database - Synergetic
- Review enrolment applications with Learning Support Needs; refer and liaise with Inclusive Education Coordinator
- In consultation with the Head of Campus, schedule enrolment interviews and extend enrolment offers as per the enrolment process
- Communicate new student arrivals and departures as required
- Maintain a detailed interview questionnaire for enrolment interviews as per Head of Campus, Primary direction
- Coordinate the induction of new students into the College, including ensuring all paperwork is accurate and complete and payments are made; liaise with new families re stationery, uniform etc
- Coordinate Parent Information/Welcome Evenings
- Complete and maintain VEVO checks for students holding visas, ensuring relevant visa information is accurately recorded and kept up to date
- Work with the Head of Campus, Primary and other key Staff to determine future enrolments strategies
- Schedule and support College Tours
- Report future and projected enrolments
- Provide enrolment data of current and future families for the Leadership Team to support strategic planning and marketing

- Finalise and transfer student files to the Secondary Campus, to include archived files of students exiting the College
- Continually develop process improvements which to drive better enrolment outcomes

Administration:

- Assist and mentor the Administration Team
- Assist and support the Primary Leadership Team
- Assist Director Teaching & Learning with distribution and collection of student educational competitions
- Provide administration support to Primary Coordinators
- Maintain and enhance administration and student filing system
- Provide reception and First Aid assistance as required
- Maintain stationery lists for Year Levels in consultation with Director Learning and Achievement and Primary Coordinator
- Forward Kindergartens/Child Care surveys for incoming reception students
- Generate letters advising class placements.
- Coordinate catering for community events

Student First Aid:

- Administer student first aid and medication administration when required

Other duties:

Other duties as required in accordance with skills and training

QUALIFICATIONS AND EXPERIENCE

Essential:

- Certificate 3 in Business Administration or relevant experience
- Demonstrated experience working in an enrolment/Registrar role.
- Leadership focus
- First Aid Certificate

Desirable:

- Certificate 4 in Business Administration
- Certificate in WHS
- Certificate in Project Management
- Diploma in Management or Leadership
- Experienced in working in an Educational Environment
- Experience in managing a small team

SCHEDULING SKILLS

Essential:

- Excellent organisational and time management skills
- Ability to foresee potential problems and inform Manager
- Multi-tasking and flexibility

- Ability to shift priorities in order to respond to changing requirements
- High levels of attention to detail
- Have experience with customer services and client (parent) communication is a school setting
- Have a pleasant "can do" attitude with the ability to use initiative
- Advanced knowledge Microsoft Office suite, databases and relevant enrolment software programs
- Excellent communication, listening and negotiation skills
- Be willing to support for the Lasallian and Catholic Ethos of the College together with a willingness to work as part of a team

CERTIFICATIONS

- Current Driver's Licence
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK PLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your 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 to, with any reasonable instruction given by the employer
- Cooperate 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

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct CodeofConduct_SACCS_May2020.pdf . This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Maintain confidentiality at all times
- Flexibility and willingness to work outside normal office hours when necessary
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

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.

Position Description Review: October 2026