

***Our Mission:** Working with the Missionary Oblates of Mary Immaculate we seek to inspire both ourselves and others to 'Learn what we are in the eyes of God'. Along the path of that discovery, we seek to create a community where all feel safe, valued, respected and loved by God.*

1. POSITION IDENTIFICATION

POSITION TITLE	Enrolment Officer
REPORTS TO:	Principal
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (EBA)
CLASSIFICATION:	Administrative and Technical Officers
CONDITIONS:	<ul style="list-style-type: none">• Full time, Category B (44 weeks per year)• Monday to Friday 8am to 4pm with flexibility to accommodate after hours work as required.• Salary determined by the applicants' qualifications and experience.

2. THE ROLE

As a mission of the Oblates of Mary Immaculate, this role plays a critical role in ensuring the College remains accessible to the families of our region and state, within a de Mazenod charism.

The Enrolments Officer is responsible for coordinating the enrolment process for students at the College from initial contact until students commence at the College. As the first point of contact, the Enrolment Officer requires excellent communication and interpersonal skills.

The ability to work well independently and within a team environment are key requirements, along with effective organisational and time management skills.

The Enrolment officer reports to the Principal, and works in conjunction with the Rector, Finance Director, Community Relations and Marketing Manager.

3. SPECIFIC DUTIES

Under Line Manager direction, the Enrolment Officer can be expected to perform tasks within the following range:

Enrolments

- Attend to all enquiries relating to student enrolment, including the management of waitlists, at the College from Year 7 – 12 for Day and Boarding Students.
- Process enrolment applications and correspondence associated with student enrolments.
- Provide oversight of the enrolment process via DigiStorm, ensuring enrolment data is accurate and in accordance with legislative and College requirements.
- Maintain future and current student files to ensure information is up to date for census purposes.
- Coordinate enrolment interviews with the Principal, Rector, or Principal delegate, and provide families with follow up care in relation to placement at the College, inclusive of but not limited to offer documentation, booklists, uniforms, and transport options.
- Maintain up to date information of students exiting the College and liaise with families where required.
- Report periodically on new enrolments and withdrawals to the Principal, Rector, Finance Director, and Deputy Principal (Students) to assist with enrolment projections and support student retention objectives.
- Maintain and provide demographic information to support strategic planning and marketing.

Community Relations

- Work collaboratively with the Community Relations and Marketing Manager to enhance enrolment strategies and processes which engage future, current and past students to assist to improve enrolment outcomes.
- Oversee and maintain existing enrolment demographics whilst working to identify and attract students from new target areas.
- Assist in facilitating promotional materials, inclusive of a strong online presence and brand awareness that aligns with the mission and vision of Mazenod College.
- Contribute to the organisation of, and attend College Open Days and other College community promotional events, as applicable, and provide community feedback to the Community Relations and Marketing Manager as available.
- Assist with administrative and catering requirements for Open Day and tour mornings.
- Conduct College tours in conjunction with the Community Relations and Marketing Manager.
- Working collaboratively, promote and maintain links and relationships with partner schools within the area to create enrolment opportunities.

Other

- Maintain close liaison with the Principal and other members of the College Leadership Team on issues related to curriculum and learning.
- For formation opportunities, engage with the Rector and Director of Catholic Faith and Oblate Mission to ensure de Mazenod values remain at the forefront of enrolment practices and decisions.
- Liaise with Deputy Principal (Teaching and Learning) with respect to secondary school subject selections.
- Attend and promote Parent Information evenings relevant to incoming students (Year 4, Year 6, Year 7).
- Attendance at after-hours meetings and events as required.
- Attending relevant professional development courses and training.
- Other duties as required by the Principal or Finance Director.

This position description forms the framework for professional review and development. The Principal reserves the right to modify this position description, from time to time, to meet the operational needs of the School.

4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Demonstrated sound interpersonal skills including the ability to work independently and as part of a team.
- An understanding and support of the Catholic ethos of the College
- Experience in applying solutions to a range of problems, analyse and plan approaches to problems to effectively deliver required outcomes.
- Relevant qualifications in Administration/ Business / Marketing (or equivalent) or demonstrated comparable knowledge and experience in a similar role.
- Previous exposure and oversight of the enrolment process via DigiStorm (or a similar online platform) would be considered favourably.

Mandated requirements

- Have or be willing to attain the appropriate Accreditation to work in a Catholic School
- Current Working with Children Card
- Department of Education National Coordinated Criminal History Check
- Mandatory training will need to be completed within two weeks from commencement of employment.

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