

ST MARCELLIN CATHOLIC COLLEGE

A Catholic College Educating in the Marist Tradition

Role Description

Position	Enrolment Officer (Administration Support)
Responsible to	College Principal
Review Date	2025
Start Date	15 July, 2024 (Term 3) - Negotiable

St Marcellin Catholic College

St Marcellin is a Foundation K-12 Catholic College, located in the beautiful coastal town of Madora Bay, Western Australia. Educating in the Marist Tradition, the College is inspired by St Marcellin Champagnat who sought to make Jesus Christ known and loved by all. St Marcellin was a seeker of knowledge with a heart that knew no bounds. This community will seek to grow young people with strong minds and gentle hearts.

St Marcellin Catholic College has commenced its build this year, ready to welcome Pre-Kindergarten to Year 2 students in 2025. This is an exciting opportunity to be a foundation member of this brand-new College. This position will be based out of offices in Madora Bay, close to the site of St Marcellin Catholic College. There may also be a requirement travel to CEWA in Leederville from time to time.

Purpose

The Enrolment Officer will play a role in knowing and telling the story of the College. They will provide enrolment advice to prospective families and administer enrolment paperwork and associated data entry to ensure a quality experience for the families of St Marcellin Catholic College.

Position Details

Title	Enrolment Officer (Administration Support)
Accountable to	College Principal
Classification	Level 4. <i>Administration and Technical Officer</i> <i>.. of the Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
Working Hours	.8 - 1 FTE (negotiable) 48 Weeks Worked (negotiable) Hours: 8.00am to 4.00pm

Key Responsibilities

Catholic Ethos

- Demonstrate a personal commitment to the College Values, Vision and Mission underpinning the delivery of a Catholic based education to students in the College community.
- Actively work to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College
- Uphold the value and dignity of each person in relationships with staff, parents and students.

Enrolment

- Provide enrolment advice to prospective families.
- Tracks all enrolments from first inquiry through to enrolment and commencement at the College.
- Manage the workflow of enrolment applications and associated communications to prospective and enrolled families.
- Arrange documentation for enrolment interviews and schedule interviews.
- Ensure accurate entry and maintenance of student data in school systems (AOS)
- Contribute to the production of enrolment materials and communications.
- Assist with the organisation and administering of College tours as the College grows
- Attend parent information sessions as required.
- Contribute to the development and continuous improvement of enrolment practices and procedures as the College grows K-12.

Administration

- Support College staff in an administrative capacity where required.
- Provide administration support to the leadership team, including calendar management, and document preparation.
- Promote and grow the College brand in the local community.
- Be a professional, welcoming first point of contact for families and staff, when required.
- Other administration duties as requested by the Principal.

Required Skills

- 4+ years' experience in a similar role
- Commitment to sharing the story of St Marcellin Catholic College
- A welcoming and compassionate nature and excellent interpersonal skills
- A capacity to show initiative, enthusiasm, and commitment within a strong work ethic.
- Strong organisational and time management skills
- Demonstrate high levels of accuracy and attention to detail.
- Maintain a high degree of confidentiality.
- Contribute to the achievement of a positive and effective team environment.
- Ensure professional and positive representation of the College.
- Excellent proficiency in executive document preparation and correspondence
- Experience in, or familiarity with, student enrolments in an education facility (or willingness to learn)
- High working proficiency in Microsoft Office

Key areas and responsibilities of this position are subject to change with the ongoing development of the role.

Qualifications

Essential

- Relevant administrative experience in a mid-to-large sized organisation

Desirable

- Experience within Catholic Education WA Ltd or education sector
- Experience with AoS database is highly advantageous.
- First Aid Certificate