



INFORMATION FOR POTENTIAL APPLICANTS

ENROLMENTS OFFICER Part-Time Commencing ASAP

Thank you for your interest in the advertised position. Below you will find information to follow when submitting your application.

The Enrolments Officer builds relationships with parents and prospective parents to increase the number of students attending St Columba College. The Enrolments Officer ensures the enrolment processes at the College are efficient and effective.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Employment Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at employment@stcolumba.sa.edu.au.
5. Specific Requirements for this position include:
 - Current acceptable Department of Human Services (DHS) Working with Children Check (WWCC).
 - Approved Responding to Abuse and Neglect training with an Education and Care focus.
 - Relevant First Aid Certificate
6. Please submit your application via email in one (1) PDF format and in the following order:
 - Employment Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:

Mr Darren Pitt

Principal

employment@stcolumba.sa.edu.au

Applications close 5pm Sunday 23 March 2025

Position Information Document

ENROLMENTS OFFICER



Employment Type:
Replacement

Classification & Stream:
Education Support Officer – Administration Stream

Grade: Grade 4
Year: Year 1

Conditions of Employment:
Part-Time, 8:15am – 4:15pm, 5 days per week, 42 weeks per year

Reports to:
Principal

The employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

The purpose of the position is to build relationships with parents and prospective parents to increase the number of students attending St Columba College. The Enrolments Officer is to ensure the enrolment processes at the College are efficient and effective.

The Enrolments Officer will be responsible for the maintenance of systems which will enable all issues associated with enrolment and subsequent record keeping, both students and families, to be kept up to date and correct at all times. The person is expected to display a high degree of initiative, professionalism, organisation and skill in the carrying out of the tasks associated with this position.

The Enrolments Officer will report to the Principal who will provide general oversight and direction.

2. KEY WORKING RELATIONSHIPS

Principal	Students
Director of Marketing & Communications	Colleagues
Head of Business Services	Parents/Families/Caregivers

3. KEY RESPONSIBILITIES

Student enrolments

- Respond professionally and efficiently to enquiries for new enrolments either by phone, email and personally.
- Under broad supervision, effectively administer all aspects of new enrolments, including applications and wait-lists, with accurate recording of data onto the College database.
- Track all enrolments from first inquiry through to enrolment and commencement at the College.
- Liaise with key staff to coordinate enrolment interviews.
- Prepare and organise files for enrolment interviews.
- Facilitate new/withdrawal students processes and communicate details in a timely manner to relevant staff throughout school year.
- Maintain the student archive filing system.
- Update and maintain supplies of all enrolment documentation and publications.
- Coordinate with the Finance Department the invoicing for fees associated with applications and enrolments.

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- Update enrolment information (e.g. student profiles, medical records and permission forms) in relevant databases.
- Coordinate Scholarship Programs as required.
- Through close liaison with the Director of Marketing & Communications, assist with and support relevant promotional activities and events for effective planning and coordination, to attract new enrolments.
- Liaise with the Business Manager to prepare Government (State and Federal) reporting and grants, including (but not limited to) student and staff census, attendance data, special needs and languages survey.
- Provide enrolment projections and trends, using existing data and information, and prepare reports as required.

College Tours

- Organise College Tours for prospective families.
- Conduct tours and promote the College in a positive and professional and friendly manner.
- Assist with the organisation of enrolment information for Open Day and school promotional events in collaboration with the Director of Marketing & Communications.

Transition Program

- Oversee and facilitate administrative activities for the various Parent Information and Transition sessions for parents and new students.
- Attend and assist information nights for current and prospective parents and students.
- Disseminate information to new families including fees, uniform requirements and all other requirement for the commencement at the College.

General Administration

- Greet all visitors, parents and students with courtesy and respect and take necessary action to assist their enquires.
- Relieve on the Reception Desk as required and attend to general enquiries, coordinate incoming phone calls and follow up.
- Handle visitor enquires, visitor badge coordination – including sign in and out process and parent enquires.
- Public announcements as required.
- Other administration tasks as required.

4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to assist in the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

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5. PERSONAL QUALITIES AND SKILLS

- Actively support the Anglican and Catholic faith, the College's Vision and Mission and Strategic Plan.
- Demonstrate highly developed IT skills, knowledge and experience, with particular expertise in the Microsoft Office suite.
- Possess a strengths-based approach and solutions focus.
- Work under minimal supervision and take responsibility for own work outcomes to effectively meet the requirements of the role.
- High level organisational skills, be proactive, show significant initiative, analyse, plan and apply solutions, demonstrate discretion and judgement, and be able to work under pressure and meet required timelines.
- Demonstrated high level of confidentiality, trust, honesty, integrity and work ethic.
- Self-motivated, resilient and able to work productively in a complex environment as a member of a team.
- Excellent interpersonal, communication and customer-service skills and proven ability to quickly develop a strong positive rapport with students, staff and parents and foster effective relationships with all community members.
- An active commitment to ongoing professional learning and development.

6. SPECIFIC REQUIREMENTS

- Hold a Certificate III in Administration (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Hold a current acceptable Working with Children Clearance to work in Catholic Education SA.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- First Aid Qualification as directed by the College.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - 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.

Being vaccinated against COVID-19 is not mandatory for staff. It is highly recommended for all staff to maintain vaccination status as recommended by the policy.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).

Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other _____ **SURNAME:** _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional) **TELEPHONE:** _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia:

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): _____

*You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.*

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | | |
|----|---|-----|----|-----|
| 1. | Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | No | |
| 2. | Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | No | |
| 3. | Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | Yes | No | |
| 4. | (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No | |
| | (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 5. | (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No | |
| | (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 6. | Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No | |
| 7. | (If applicable) Do you have conditions on your SA teacher registration? | Yes | No | N/A |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

*If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.*

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal signature: _____ Date: _____