



POSITION DESCRIPTION ACTING ENROLMENTS OFFICER

Document Control and Change History

Created	January 2009	Authorised: College Principal	Signed:
Reviewed	October 2014	Authorised: College Principal	Signed:
Reviewed	October 2015	Authorised: College Principal	Signed:
Reviewed	August 2019	Authorised: College Principal	Signed:



POSITION DESCRIPTION ACTING ENROLMENTS OFFICER

Section 1. School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

Acting Enrolments Officer

Section/Department/Learning Area

Marketing and Enrolments

Tenure

This is a fixed term part-time appointment to cover staff leave (14/10/19 to 20/12/19)

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and the Director of Information Technology and Learning.

College Administration Office staff report to the Administration Manager.

Section 6. Workload

Part-time (0.8FTE). This position operates 4 days per week from 8am to 4pm on Mondays, Tuesdays Wednesdays and Fridays.

Section 7. Responsibilities and Duties

Overview

You are employed as the **Acting Enrolments Officer** for the Kingsway Education Association Inc. and report to the Administration Manager. The Acting Enrolments Officer is the key support role to the Marketing and Enrolments Manager in the delivery of service and support to families with student enrolment enquiries; and to promote the strategic plan of the College through professional and timely delivery of the tasks associated with the position.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos.

Duties and Responsibilities

Your specific duties include but are not limited to:

Support and assist the Marketing and Enrolments Manager with the running of the Department, including the following duties:

Enrolments

- Provide a professional and friendly service to prospective families making student enrolments enquiries;
- Preparation of mail arising from enrolment enquiries, including preparation and postage of the College Prospectus pack and supporting data;
- Preparation of departmental mail-outs and correspondence as required;
- Receive completed Membership/enrolment applications and create new enrolment data entry records;
- Generate correspondence to acknowledge applications, outlining any relevant information relating to further required documentation;
- As directed by the Marketing and Enrolments Manager process Membership/enrolment applications in preparation for the College Principal's interview;
- Generate correspondence advice on Enrolment Acceptance placements as directed by the Marketing & Enrolments Manager;
- Generate Enrolment Acceptance Letter and Invoice as directed by the College Principal;

- Provide follow-up to parents in a timely manner on outstanding issues and tasks relating to enrolments, Principal's interviews and waiting lists and membership of the Association;
- Receive and process deposit payments of application fees and enrolment fees as required by business services;
- Disseminate electronic advice to staff on enrolment movements as needed;
- End of year correspondence for all new families coming into the College the following year including: booklists; subject elective information; calendar term dates; practical help information; canteen menu; traffic management and parking;
- Assist Marketing & Enrolments Manager with managing waiting lists from Kindergarten to Year 12 for current and all future years;
- Prepare correspondence for parents as instructed;
- Contact prospective enrolment families, including International Students/agents, to confirm student admission take up for the next year is included in enrolment figures.

Association Membership

- Generate correspondence advice on changes in membership status as ratified by the Board;
- General monthly New Members Report for approval by the Board, if required;
- Log meeting attendances and generate reports for Board purposes relating to regularity of attendance and consequent change in status of members (i.e. demotion);
- Generate advice correspondence re new member compulsory meetings;
- Send out letters and respond to enquiries relating to membership of the Association;
- Attend membership meetings and record the roll. Co-ordinate volunteers to assist with the roll (overtime will be paid for this after hours work).

Data Collection and Maintenance

- Maintain MAZE membership database and generate reports as needed;
- Maintain MAZE enrolment database, including Foster Carer data, and generate reports as needed;
- Maintain MAZE student database for purpose of student departures and generate reports as needed;
- Maintain an initial enquiry database and generate Maze reports as needed;
- Collection of class lists recording any changes to date of birth or spelling of students' names. Ensure all records are filed in accordance with the College requirements.

International Student Enrolments

- Maintain PRISMS database entries as required;
- Receive mandatory documents for International Student enrolments, verify and process to point of interview;
- Organise Fee Invoice for disbursement, to ensure timely payment by responsible parent/guardian of student to finalise enrolment requirements;
- Maintain records of existing and future enrolments for International Students ensuring all records and statutory requirements are fulfilled.

Student Orientation

- Liaise with Head of Students (7-8), Deputy Head of Primary and Uniform Shop Manager, regarding printing student labels for Year 7 and Kindergarten, in preparation for student orientation by Head of Students (7-8).

Student Withdrawals

- Be responsible for receiving and processing student withdrawal notifications;
- Ensure all recordkeeping and statutory requirements are fulfilled.

Occupational Health and Safety

- Comply with College policies and procedures, and take responsibility for self and others by complying with Occupational Health and Safety and Equal Opportunity requirements of the College;

Other Duties

- Filing of all correspondence and documents relating to departmental matters;
- Liaise with the Principal's Executive Assistant, Marketing & Enrolments Manager and Deputy Principal (where required) regarding Enrolment interviews and confirm parent interviews via SMS;
- Provide telephone support for the Marketing and Enrolments Manager, in relation to new enrolment enquiries;
- Under the direction of the Marketing and Enrolments Manager, maintain the annual task calendar for the maintenance of Association membership deadlines, overseas student tasks, database reporting processes;
- Archiving of documents, and retrieval as necessary.
- Other duties as required.

Section 8 – Selection Criteria

Pre-requisites

1. To have a valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
2. To have or have ability to provide a valid Working With Children Check Card.
3. To provide a reference from your church Pastor / Minister.
4. Evidence of skills and aptitude ability.

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. By supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College (the College).
3. High level communication skills – demonstrate an ability to develop and nurture positive working relations with the College internal and external customer base, including students, parents, staff and visitors.
4. As first point of contact, the Acting Enrolments Officer role requires a professional and friendly approach to potential clients, with ability to communicate with all levels of the College community and the general public.
5. High level computer literacy with sound knowledge of Microsoft Word, Excel, database entry and management, and other relevant College reporting systems.
6. Ability to work well under pressure, dealing calmly with a number of tasks at once, with attention to detail, and ensuring their timely completion.
7. Self-motivated and able to demonstrate sound organisational skills.
8. Ability to establish and maintain effective records.
9. Have relevant qualifications and experience relating to the position.

Desirable

1. Understanding and have knowledge of the MAZE data management system, TA (Teacher Assistant) and PTO (Parent-Teacher On-line).
2. Previous experience in a school environment.

Section 9 - Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

For further details please visit the College website at <http://www.kingsway.wa.edu.au/employment> or contact Human Resources on 9302 8720 or HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon, Thursday 22 August 2019

**Peter Burton
Principal
August 2019**