St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Administration Officer – Enrolments and Community Engagement (12 months contract)

This is a temporary full-time position.

Please see the Role Statement for information regarding this role.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at Employment Requirements to obtain all of the Application Information. Contact Mrs Kathy Mumberson on 62390691 or kmumberson@stedmunds.act.edu.au if you have further questions.

Applications close: 25 February 2019, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au

1. GENERAL

1.1. The Administration Officer (Enrolments and Community Engagement) is responsible to the Principal, and as delegated, for:

1.1.1. implementing the College's Enrolments Policy and associated procedures and guidelines,

1.1.2. maintaining student and parent/guardian information using the College's school management and filing systems; and,

1.1.3. and assisting with a number of compliance requirements.

1.2. The Administration Officer (Enrolments and Community Engagement) will work closely with the Administration Officer (Community Development and Enrolments) who is responsible for:

1.2.1. fostering a positive and progressive community by engaging the College community in a range of activities and programs;

1.2.2. developing and supporting community relations; and,

1.2.3. promoting the College to the wider community.

1.3. From time to time the Administration Officer (Enrolments and Community Engagement) will also provide administration services and support to other areas of the College, including (but not limited to); College Reception, Studies Office, Heads of House and Junior School.

2. RELATIONSHIPS

2.1. Principal

2.2. Administration Manager

2.3. Administration Officer (Community Development and Enrolments)

2.4. Prospective and current College students and parents/guardians

2.5. Community Development Team

2.6. College community and support groups, including the Old Boys and Friends Association

2.7. College staff

2.8. External organisations and agencies.

3. DUTIES

Enrolments and Student Records

3.1. Respond to enrolment queries and enquiries in an informed, positive and welcoming manner and organise tours for prospective parents and students.

3.2. In consultation with the Administration Officer (Community Development and Enrolments), maintain and distribute College enrolment and marketing information.

3.3. Process enrolment applications, organise interviews and prepare follow-up materials and correspondence.

3.4. For all prospective and successful applicants,

3.4.1. maintain and keep secure hard copy student files

           3.4.2. enter and maintain student and parent/guardian information using the College's school management system and

           3.4.3. communicate and coordinate with appropriate staff in relation to administrative requirements and the student induction process.

3.5. Update student and family information using the college's school management system.

Community Engagement and Development

3.6. As required, assist the Administration Officer (Community Development and Enrolments) with a range of publishing and branding needs, to provide support to College community groups and alumni, to promote College life/events and to host College events and functions.

Other

3.7. From time to time, provide cover to other areas of the College, including but not limited to Student Services, Reception and Junior School. This may require the provision of first aid to students.

3.8. Perform a range of clerical and administrative duties.

3.9. Duties as required by the Principal.

4. SELECTION CRITERIA

4.1. Excellent written and verbal communication skills with a focus on customer service, student recruitment and community engagement.

4.2. Strong project management skills and ability to successfully deliver programs and host events and functions.

4.3. Strong ICT skills, including proficiency using a range of software applications such as; the Microsoft Office suite, web-based platforms and school based management systems, such as Synergetic and Edval.

4.4. Strong organisational and time management skills, including the ability to multi-task, establish priorities, manage workload and reorganise tasks to reflect changing priorities.

4.5. Ability to perform duties responsibly and complete work to a high degree of accuracy under limited supervision.

4.6. Knowledge of the education sector and school procedures is desirable.

5. PERSONAL ATTRIBUTES

5.1. Committed to the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

5.2. Ability to work cooperatively with colleagues, students and parents/guardians, both one-on-one and as a member of a team.

5.3. Demonstrates excellent interpersonal skills and is well-presented, articulate and welcoming.

5.4. Well-organised, reliable, supportive and responsible.

5.5. Maintains confidentiality and demonstrates discretion.

5.6. Ability to adapt and be flexible to meet changing priorities and needs.

6. TERMS

6.1. Must hold a first aid provider qualification.

6.2. Must maintain a current Working with Vulnerable People registration.

6.3. Subject to the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2015-2019, and subsequent agreements

6.4. Full-time position.