



ROLE DESCRIPTION

ENROLMENTS OFFICER

Holy Cross College offers a Catholic education from Pre-kindergarten – Year Twelve. The Vision of the College is to be ‘a community of transformation in the Spirit of the Risen Christ’ and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. The College’s Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

REPORTS to Principal **HOURS OF DUTY** 8:00am – 4:00pm
REPORTS to Business Manager for Statutory and Financial matters.

LEARNING

- Engage with parents as partners in learning
- Process all enrolment enquiries in a timely manner
- Data entry of enrolment applications into AoS and SEQTA.
- Start of year and end of year student rollover
- Ensure Student data is accurate for the entirety of the students enrolment at the College
- Monitor statistics and enrolment patterns
- Produce regular accurate statistical reports
- Organise enrolment process and time line for new student induction
- Ensure enrolment forms are consistent with CECWA policy
- Ensure enrolment priorities are followed
- Manage waitlists
- Book interviews into principal or delegates calendar
- Process applications for incoming Student transfers – liaise with Principal and appropriate Deputy/Assistant Principal
- Ensure Accounts are notified of a new student
- Ensure Curriculum Council Numbers are obtained via contact with the student’s previous school
- Process students withdrawals by appropriate electronic record keeping and ensuring that withdrawal letters are received from parents/guardians
- Assist with the organisation of selected events eg: College Tours and Open Day
- Monitor VISA information
- SCSA uploads
- Identify families in need of financial assistance
- Follow up with families that leave Holy Cross College - as to the reason why
- Overseas students - be responsible for the administration of this program if relevant
- Greet new students upon arrival. Ensure Inter-Relationships Leaders for that particular year level is available, and organise student buddy

- Liaise with Marketing and Events Coordinator re College events and enrolments and marketing
- Assist with organisation of promotional material
- Coordinate feeder school visits
- Visit feeder primary schools regarding enrolments
- Promote Scholarship opportunities
- Other duties as required

INTER-RELATIONSHIPS

- Must possess a pleasant and professional telephone manner.
- Works closely with the marketing committee to ensure the ensure the growth of enrolments.
- Works with Senior Administration Assistant on Scholarship applications
- Demonstrates outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with others.
- Possesses a solution focused approach with the ability to improve processes if required.
- Has the ability to format and present information accurately and logically.
- Demonstrates a passion and commitment to the vision and mission of HCC.
- Shows a professional, positive and welcoming disposition.
- Demonstrates a high degree of confidentiality.
- Demonstrates a respect for and acceptance of differences in students, parents and staff.
- Demonstrates enthusiasm and commitment, within a strong work ethic.
- Is collaborative and build effective relationships.
- Works with all staff, students and family members in such a manner as to support the CEWA Code of Conduct.

FAITH

- Upholds the value and dignity of each person in daily interactions and in relationships with students, parents and staff.
- Actively support and promote the objectives and ethos of Catholic Education and the Vision and mission of the College.
- Lives and acts in a way that respects the beliefs and practices of the Catholic community
- Actively contributes to the religious life of the College.
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College.
- Participate in staff faith formation activities.
- Promotes and supports strong and meaningful connection with St Helena's Parish.
- Fulfils Accreditation requirements.
- Actively witness Gospel values.

ENRICHMENT

- Treats all information of the College in a confidential manner.
- Possesses strong organisational and time-managements skills.
- Excellent computer skills with knowledge of MS Office/Word and Excel. As well as electronic diary applications.
- Demonstrates accuracy and attention to detail.
- Is flexible and has the ability to adapt in a changing environment.
- Meets CEWA, State and Commonwealth Government statistical data requirements biannually in application for college funding. Complete all Census and other statistical data requests.

- Assists with the preparation of all statutory returns.