



EMPLOYMENT OPPORTUNITY

Currently available

ENROLMENTS ADMINISTRATOR

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint an **Enrolments Administrator** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a permanent full-time position commencing **29 August 2022** (or earlier by negotiation)
- **Remuneration:** In accordance with the current NSW Christian Schools General Staff Multi-Enterprise Agreement– Core Scale Schools Operational Services Stream Level 5.1 (Experience in a similar role will be considered in regards to the step)
- Full time (1.0 FTE), Monday to Friday, 8.00am to 4.00pm: 52 weeks and 4 weeks annual leave or 48 weeks with a stand down of 1 week per term break and 4 weeks annual leave
- The role is site based Monday to Friday
- Role description is available at www.tcc.nsw.edu.au

Application documentation must include:

- Completed and signed Toongabbie Christian College General Staff Employment Application Form, available at www.tcc.nsw.edu.au
- Full CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or the ability to obtain such a check

Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - employment@tcc.nsw.edu.au
- Incomplete applications will not be processed
- Indicate in the subject line the following: **Application: Enrolments Administrator**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**
- Specific enquiries regarding this position may be addressed to Dr Johan Griesel principal@tcc.nsw.edu.au
- This position does not have a closing date and will close when a suitable applicant is found. Interviews may commence upon receipt of suitable applicants.

Selection process

- Applicants will be contacted and informed whether their application has progressed to the interview stage
- Interviews may commence upon receipt of suitable applicants

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

ENROLMENTS ADMINISTRATOR

1. PURPOSE OF THIS POSITION

This position of Enrolments Administrator will apply the enrolment policy and procedures of the College in a professional, effective, efficient and timely manner, ensuring high levels of confidentiality and resulting in a seamless enrolment process. Being the first contact point for prospective families the process needs to a warm, friendly and hospitable experience for all Kindergarten to Year 12 families. Included in this role is the administration of the College's private bus service for students, all chartered bus services and data base maintenance of student and staff data as per the College's student management system.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- This position _____ Enrolments Administrator
- Non-reporting Relationships _____
 - Office Manager
 - Executive Secretary
 - Business Manager
 - Deputy Principal Primary
 - Deputy Principal Secondary
 - Deputy Principal Teaching and Learning
 - ICT Operations Manager
 - Head of Development
 - Head Junior and Senior Primary
 - Deans of Students 7-9 and 10-12
 - Maintenance Manager
 - Head of Marketing
 - Finance Team
 - Bus Drivers

3. PERSON AND PROFESSIONAL ATTRIBUTES

- Manage and prioritise a diverse workload while continuing to deliver high quality work in a busy environment.
- Plan, organise, set priorities and meet deadlines accompanied by a capacity to handle multiple tasks simultaneously meeting pressing timelines.
- Complete routine tasks in an environment with competing demands.
- Display attention to detail and high levels of accuracy.
- Maintain data integrity.
- Capacity for initiative and problem solving.
- Demonstrate high level skills using various software programs including Microsoft Office and the Google Platform.
- Draft, review, proofread and publish a variety of documents.
- Communicate and interact in a warm and inviting manner with stakeholders.
- Operate effectively in a team environment.
- Apply strong interpersonal skills at all levels.
- Commitment to customer care and service.

4. RESPONSIBILITIES

Demonstrated commitment to

- Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements.

- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview.
- Setting an example to students, staff and parents/carers in matters of faith and conduct.

Key Responsibilities Enrolments

- Represent the College in a warm and welcoming manner while being knowledgeable and positive when interacting with prospective, and current families including staff and the community in general maximising enrolments K-12.
- Respond promptly to all enrolment applications in an effective, efficient and professional manner.
- Maintain communication with parents/carers of all enrolled (but not commenced) students (especially those who enrol several years in advance).
- Be the central contact person for all current and new enrolments as applicable to the enrolment process.
- Follow an effective and accurate workflow when managing the enrolment process throughout the enquiry, application, interview, offer process, administration, follow-up with families offered enrolment and manage unsuccessful applications.
- Ensure individual enrolment processes are finalised, including collation of enrolment documentation, establishment of new student files and maintaining and updating current student files.
- Ensure that the enrolment process is compliant with best practice and legislation including relevant visa status, parenting, guardianship, privacy requirements and court orders while liaising with all relevant stakeholders.
- Liaise with the Principal and Business Manager in regards to new families that may have indicated that they will require fee support.
- Ensure good data integrity is maintained by collecting data once and stored in the correct source of truth database.
- Work in collaboration with the ICT Operations Manager to implement system-based processes focussing on the elimination of data duplication and automate systems in line with the workflow process as applicable to the enrolments process.
- Implement the online enrolment process adopted by the College.
- Communicate with applicants, the Principal, or relevant staff regarding applicants with disabilities, custody matters, behaviour aspects, medical information or any other factors relevant to the enrolment process.
- Organise enrolment interviews with the Principal in accordance with the Principal's calendar collaborating with the Executive Secretary.
- Oversee and track pre-commencement meetings with newly enrolled families.
- Maintain communication with relevant staff regarding new students.
- Lead College Tours for prospective enrolling families.
- Manage student withdrawal processes or cancellations liaising with all stakeholders.
- Attend College events with an enrolment focus including but not limited to College Open Days, College Tours, Orientation Days, Information Evenings/Events, Promotional Events and Expos.
- Ensure applicable enrolment documentation, Orientation Handbooks, marketing material relevant to enrolments, sections on the College website relevant and up to date in collaboration with the Marketing Coordinator and relevant stakeholders.
- Provide relevant calendar information to the Office Manager for key enrolment events throughout the year and for the next year.
- Organise Orientation Days in collaboration with relevant stakeholders.
- Provide the Executive with monthly enrolment status reports.
- Prepare information aligned with the enrolment process for the Annual Report.

Key Responsibilities Private Bus Service Administration

- Be the central contact person for all current and new applications in regards to the Private Bus Service
- Respond promptly to all applications in an effective, efficient and professional manner.
- Follow an effective and accurate workflow when managing the application process for the Private Bus Service enrolment process throughout the enquiry, application, offer process, administration, follow-up with families and communication with bus drivers and the Finance Team.
- Oversee records management ensuring data integrity including the elimination of record duplication.
- Evolve recordkeeping in collaboration with the ICT Operations Manager.
- Communicate invoicing information to the Finance Team in the required format.
- Manage student withdrawal from the Private Bus Service in collaboration with parents/carers, the Finance Team and the bus drivers.
- Manage changes requested by parents/carers in collaboration with bus drivers.
- Manage parents/carer complaints in consultation with the Business Manager/Maintenance Manager and the relevant Deputy Principal.
- Design and change routes in order to meet demand in consultation with bus drivers and the Maintenance Manager.
- Liaise with bus drivers in regards to bus matters (Bus drivers report to the Maintenance Manager).
- Refer student behaviour matter to the relevant staff.
- Ensure that information on the College Website applicable to the Private Bus Service is accurate.

Key Responsibilities Chartered Bus Administration

- Process chartered bus service applications for the whole College.
- Liaise with bus companies to book chartered bus services meeting College needs.
- Ensure bus companies engaged for chartered bus services are reliable with an impeccable record.
- Communicate effectively with relevant staff to confirm chartered services are booked.
- Follow-up with engaged bus companies to ensure chartered bus services are confirmed as engaged.
- Follow an effective workflow supported by relevant documentation when managing the engagement of bus companies for chartered bus services.
- Consider using the College bus fleet satisfying College needs, ensuring the morning and afternoon private bus runs are not affected and drivers are available.

Key Responsibilities Enrolments Module

- Maintain accurate core records of students, families and their relationships.
- Maintain accurate core records of staff and their employment status.
- Follow an effective and accurate workflow when managing the Enrolments Module.
- Collaborate closely with the ICT Operations Manager evolving the Enrolments Module, updates and further integration with the module.
- Process notifications received from IT in regards to data.

General

- Attend collegial and College events/meetings as required.
- Attend compliance training as directed by the Principal.

4. AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this

job. This job should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Principal) to support the College's compliance with legislative obligations.

The Line Manager (Principal) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

Note: As this is a new role, this role description may be reviewed at the end of each year to ensure that the position aligns with the evolving needs of the College.