



CHRISTIAN BROTHERS
TRUSTEES OF THE CHRISTIAN BROTHERS ARBN 066 939 796
INCORPORATED IN NEW SOUTH WALES THE
LIABILITY OF THE MEMBERS IS LIMITED

ST EDWARD'S COLLEGE

A CATHOLIC SCHOOL IN THE EDMUND RICE TRADITION

Where young men achieve



**EDMUND RICE EDUCATION
AUSTRALIA**
www.erea.edu.au

Role Description

Administration Assistant Enrolments/Student Well-Being

The Administration Assistant- Enrolments/Student Well-Being demonstrates exemplary organisation and administrative skills and is directly responsible to the College Registrar/Marketing Coordinator and provides additional administrative support in the operations of the student Well-Being Centre.

In doing so, the Administration Assistant - Enrolments/Student Well-Being, demonstrates support for Catholic philosophy and values and promotes sound practices especially as they relate to the confidentiality surrounding the enrolments processes and well-being services offered at St Edward's. The Administration Assistant - Enrolments and Student Well Being is generally the first point of call for parents and hence plays an important role in assisting the College Registrar/Marketing Coordinator in securing enrolments for the College and the implementation of marketing strategies. The role is responsible for handling and converting enquiries, assisting in the managing of the enrolment process that includes maintaining records as well as administrative duties involved with marketing activities.

The Administration Assistant - Enrolments/Student Well-Being has a special role in assisting the College Counsellors and Pastoral Care Coordinator in their role in providing care of the students, families and staff attending the Well-Being Centre.

Keeping in mind the above general statements, the Administration Assistant - Enrolments/Student Well-Being has the following specific responsibilities and tasks.

College Ethos

- Demonstrates support for the philosophy and values of the College
- Fosters the charisma of Edmund Rice
- Models high professional standards which accords with the EREA Code of Conduct
- Supports College policies and programs
- Demonstrates loyalty to professional colleagues

Professional Attributes

- Extensive knowledge of Microsoft Word and Excel
- A professional attitude to the conduct and completion of all duties and responsibilities
- Outstanding organisational, planning and time management skills
- The ability to exercise confidentiality, discretion and initiative
- High standards of personal presentation
- A methodical and concise approach to the job and a high level of attention to detail.
- A genuine interest in helping others
- An aptitude for learning new skills and increasing professional knowledge
- Confidence in dealing with a range of people and situations
- Commitment to excellent customer care and service
- Ability to work effectively under direction and as a member of a team
- Demonstrate an ability to work independently and competently
- Excellent written, technological and interpersonal skills



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Key Responsibilities in relation to Enrolments

One of the main roles of the Administration Assistant - Enrolments/Student Well-Being is to provide administrative support to the College Registrar/Marketing Coordinator. The duties relative to this aspect of the role include, but are not limited to:

1. Relationship Management

- Ensure a high level of customer service and confidentiality to prospective families, staff, students and current families
- Assist with the set-up of interviews with prospective families and process various appropriate communications
- Conduct phone follow-ups from prospective enquiries
- Conduct phone follow-ups from College Open Day and other College events.

2. Administration

- Assist in implementing various procedures including:
 - Sending out Prospectus' and relevant forms
 - Processing application forms
 - Liaise with various stakeholders including primary schools and parents to prepare and organise for student testing ie: Allwell
 - Data entry including Census information, Centrelink attendance, Abstudy and Student attendance
 - Database entry for student enrolments and setting up student files including entry, exits, changes and reporting to appropriate College staff
 - Checking required documentation, student information and maintenance of database records
 - Preparation of material for the different marketing events
- Maintain accurate student records for the Pastoral Care Coordinator as requested
- Collate prospectus information packages and ensure adequate stock levels are maintained
- Processing Opal Bus applications and reporting of related information
- Maintain tutor class lists
- Responding to staff requests for enrolment materials only after obtaining approval from the Registrar/Marketing Co-ordinator
- Compiling of enrolment and marketing statistics as required

3. Events

- Attend enrolment information evenings, Year 7 student interview days & College Open Day
- May be required to work some days during term holidays, particularly for the start of the new year.
- Ensure the smooth commencement and completion of Allwell Testing sessions
- Assist in the compilation of Orientation Booklets and material required for various events
- Liaise with the Registrar/Marketing Coordinator regarding material needed for various events
- Coordinate catering for events as requested
- Other duties as directed



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Key Responsibilities in relation to Student Well-Being

- Provide a welcoming, confidential and discreet reception for parents, students and staff visiting the Well-Being Centre
- Assist in the coordinating of appointments for the College Counsellors
- Liaise with the Pastoral Care Coordinator, Year Coordinators and Student Well-Being Coordinator on matters related to student well-being matters
- Liaise with student reception regarding students attending the Well-Being Centre
- Responding to staff requests for student pastoral matters only after obtaining approval from Pastoral Care Coordinator
- Handling Counsellor enquiries from parents, staff, students and external agencies (eg Family and Community Services and Police Liaison Officers) with discretion and confidentiality
- If required assist Counsellors with administrative assistance

Ultimately the Administration Assistant- Enrolments/Student Well-Being is responsible to the Principal, who may vary the above duties from time to time, may ask the Administration Assistant to take on other duties.