



Receptionist / Enrolments Officer (Level 3)

Position Description

Qualifications

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Characteristics

The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under limited supervision and work may be checked in relation to overall progress. Work may take the form of broad guidance and may involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.

Typical duties/Skills

Typical duties performed include, but are not limited to:

- Undertake College reception duties, responding to enquires from interested members of general community, prospective parents, parents, students and staff in accordance with routines, methods and procedures.
- Designated First Aid Officer.
- Book transport and buses for College excursions, camps etc and maintain excursion register, risk assessments and files in accordance with Brisbane Catholic Education Records Management processes.
- Stock control, purchasing and ordering of office supplies, stationery and college resources as required.
- Support the College Principal in the implementation of enrolments procedures including - preparation of enrolment information; managing the 'Online Enrolment Form' process, communications with prospective families; organisation of College visits; preparation and sending letters of offers; maintaining liaison between parents and the College Principal during the process and subsequent enrolment; maintaining and providing reports from Brisbane Catholic Education systems; and keeping the College Principal updated on administration issues.
- Maintain accurate data in Student Data Base (eMinerva) and in student files for accurate College reporting.
- Assist in the organisation and marketing of College events including on the day activities.
- Assist in the ongoing College administrative improvement processes.



St John Fisher College

BRACKEN RIDGE *goodness · knowledge · discipline*

- Work collaboratively and with other College administrative staff to deliver quality and responsive services.
- Apply sound knowledge of computer software packages to manage data.
- Other duties as directed by the Principal or delegate.

Authority

Full authority is delegated from the Principal to produce the desired outcomes.

Reporting and Other Relationships

The role holder is responsible to, and reports on, all aspects of the role to the Principal both directly and through the Line/Business Manager. Relationships of significance exist with College leadership team, teachers, other staff, volunteers, students and families (both current and prospective) and the wider school community.

Hours of Duty:

38 hours / 5 days per week / term time (annualisation of salary available)

7.30am – 3:36pm with 30-minute lunch break

Please note: Required to work some extra weeks in school holidays which will be paid on a casual basis. Some flexibility of hours worked may be required.