



## Role Description

**Title:** School Officer: Administration  
(Marketing and Enrolments)

**Reports to:** Principal

**Classification:** School Officer Level 3

### 1.0 Purpose

This role is an administrative position that contributes to the school's mission and vision by providing excellence in administrative support and acting as the first point of contact for the school community, including staff and parents.

### 2.0 Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- qualification at certificate level or equivalent qualifications and/or demonstrated experience relevant to the position
- effective relationship building and influencing skills
- developed interpersonal and communication skills
- ability to apply knowledge and skills to a range of tasks
- advanced level skills with the Microsoft suite of products
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- demonstrated experience using a wide range of computer software packages to maintain information on websites and school applications
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

#### Desirable

- a minimum of two years' experience in a similar role
- experience in providing financial administration support
- a current Senior first aid qualification

### 3.0 Key result areas

- 3.1 Engage with parents/carers of prospective enrolments and assist with the management of student enrolments
- 3.2 Under broad guidance, assist in the preparation and maintenance of marketing materials to promote the school
- 3.3 Provide reception and administrative support within established routines and procedures

3.4 Contribute to and promote the development, alignment, attainment and review of the strategic goals of the school.

3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and / or industrial obligations.

#### 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

#### 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### School Officer: Administration (Level 3)

#### **3.1 Engage with parents/carers of prospective enrolments and assist with the management of student enrolments**

- Assist with enrolments and preparing internal and external publications as requested.
- Build positive relationships with prospective parents/carers and students and promote the school throughout interactions
- Arrange school tours, enrolment interviews and prepare interview documents based on established templates
- In accordance with established procedures and guidelines, liaise with key stakeholders to ensure that all required documentation is obtained

#### **3.2 Under broad guidance, assist in the preparation and maintenance of marketing materials to promote the school**

- Prepare marketing content and materials based on established templates
- Post approved content and maintain school presence on a range of media in conjunction with the principal
- Assist in the preparation and distribution of the school newsletter in collaboration with the principal
- In collaboration with the principal, monitor and maintain the school website to ensure information is current and effectively promotes the school

#### **3.3 Provide reception and administrative support within established routines and procedures.**

- Carry out a wide range of administrative duties at an advanced level, including typing, word processing, managing electronic and hard-copy records and other tasks.
- Maintain data and prepare reports for review and authorisation by supervisor.
- Assist with payroll and other financial queries as requested.
- Assist with enrolments and preparing internal and external publications as requested.
- Use software products such as Microsoft word, Microsoft excel and Sentral to create records and other documents.
- Draft agendas for meetings, collate other documentation and take and produce meeting minutes as requested.
- Draft and type routine correspondence from brief oral or written instructions.
- Respond to enquiries from staff, students, parents and the general public.
- Maintain the student medications register.
- Attend to first aid needs for student illnesses and accidents as required.
- Monitor and maintain levels of stationery and other stores or materials for the school.
- Make and record appointments on behalf of others and, where necessary, resolve appointment scheduling issues.
- Make travel and accommodation bookings as requested.
- Maintain the school's Blue Card Portal
- Liaise between the school, students and the student's family, e.g. in relation to student illnesses or absences, as required.

**3.4 Contribute to and promote the development, alignment, attainment and review of the school Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).**

- Contribute as a member of the school to achieving the strategies set out in both the school strategy and the TCS Strategic Plan.
- Attend professional development as appropriate.
- Document and report on the progress of initiatives in the school strategy and the TCS Strategic Plan, as required.

**3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.**

- The employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement.
- Any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment.