



## **Enrolments and Events Officer**

### **Position Description**

#### **Organisational Relationship**

**Reporting To:** Director of Enrolments and Community Engagement

**Accountable To:** Director of Enrolments and Community Engagement and the Principal

**Supervisory Responsibilities:** Nil

#### **Position Objectives**

The Enrolments and Events Officer provides specific administrative support within the office of the Director of Enrolments and Community Engagement, including, enrolments, events and general administrative support.

#### **Mission Focus**

The Enrolments and Events Officer will promote the mission of the College by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of St Andrews Lutheran College;
- Working closely with, and being guided by the Chaplain in spiritual matters;
- Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships;
- Promoting educational excellence in all aspects of school life (curricular and co-curricular);
- Personally modelling the attributes of a lifelong learner (inner learning, complex thinking, community participation, collaborative learning and quality production);
- Maintaining harmonious relationships and resolving conflict through following Restorative Practices.

## Specific Requirements Of The Role

### A. Skills

1. Proven ability to work unsupervised and demonstrated initiative, as appropriate;
2. Enthusiasm for, and commitment to providing quality service and support;
3. Ability to work innovatively and creatively;
4. Proven track record in prioritizing within a demanding working environment and working within tight deadlines;
5. Demonstrated ability to work in a team situation and be a relationship builder;
6. Display the qualities of good organisation and communication;
7. Demonstrate professionalism and confidentiality appropriately;
8. Display willingness to adapt to changing situations.

### B. Knowledge

9. General IT knowledge;
10. Excellent written and verbal skills;
11. Use of school equipment.

### C. Experience / Qualifications

12. Demonstrated experience in working in an administrative and/or events environment, with a clear service-based focus;
13. Creative approach to events with attention to detail;
14. Sound organisational ability
15. Current Suitability Notice (Qld Blue Card – Working with Children Check);
16. Demonstrated competence and confidence in using a personal computer and Microsoft Office software programs and TASS (ideally), or willingness to gain proficiency;
17. Experience in the use of equipment – photocopiers, scanners, laptops, cameras and other relevant equipment
18. Experience in working with children would be well regarded.

### D. Key Responsibilities

The Enrolments and Events Officer provides support to the Director of Enrolments and Community Engagement with a range of activities, including:

- **Enrolments:** Enter and maintain all enrolment applications on the College administration database; when required, conduct tours of the campus with potential parents and students; answer telephone enquiries from potential parents and students;
- **Event planning, organisation and delivery**
  - In consultation with the Director of Enrolments and Community Engagement, plan, organise; promote and deliver all school events, including, but not limited to, invitations, registration/ticketing, marketing, logistics, liaising with suppliers, set up such events as:
    - i. Staff and Student Photos; Scholarship Testing; P-12 Journey Breakfast; Teddy Bears Picnic; New Student Orientation Days as directed; Celebration Events
- **Databases:** enter and maintain student, family and alumni data;
- **Mailing:** Send out information and other materials; and receive, open, and distribute incoming student correspondence in the absence of the Director of Enrolments and Community Engagement;
- **Reception:** Duties as required;
- **Coordinate Buses and Bookings; liaise with bus stakeholders**

## Working Conditions

- Regular working hours will be determined by negotiation
- All overtime must be approved in advance, as time in lieu is standard arrangement for some out of hours events
- Based in the Administration Building

## Other Requirements

All members of staff at St Andrews are expected to:

- Convey to the public a positive image of the College.
- Abide by the code of conduct explained in the College's Child Protection and Sexual Abuse policies.
- Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the College, in consultation with the College's Workplace Health and Safety Officer.
- Participate in staff training and development activities to assist in the achievement of individual/work goals.
- Abide by the College Privacy Policy.
- Abide by the non-smoking policy of the College.

## Selection Criteria

- SC1 Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including its worship and devotional programme.
- SC2 Demonstrated personal and interpersonal skills that enhance positive relationships with all members of the community
- SC3 Demonstrated commitment to the central mission of an organisation. Where there is experience in an educational institution, evidence of clear support for the educational aims of the institution as the highest priority.
- SC4 Evidence of a personal commitment to continuous self-evaluation and lifelong learning.
- SC5 Demonstrated skills and appropriate qualifications to fulfil the roles outlined in the *Specific Requirements* for the position.
- SC6 Evidence of a clear service focus; ability to meet deadlines, prioritise competing work demands and provide a high quality level of customer service to the people of the College and the wider community.
- SC7 Demonstrated levels of initiative, efficiency, perseverance and flexibility necessary to contribute to a learning community which values teamwork and the achievement of excellent outcomes at all levels of the organisation.