

**St. Paul’s Primary School, West Sunshine**

**Enrolment Co-ordinator and Administration Officer**

**Role Description**

The Enrolment Co-ordinator and Administration Officer's role includes handling all aspects of the enrolment process, entering student data onto the administration system and assisting with other school administration requirements.

The Enrolment Co-ordinator and Administration Officer will be expected to:

* organise all aspects of the kinder to Prep, and other year level, enrolment process including organising flyers for open mornings, visiting kinders, organising enrolment packs, organising interview times for families, sending correspondence to families regarding letters of offer and organising transition packs.
* manage enquiries from parents about the enrolment process.
* process new school enrolments by adding all information to the ICON eSIS platform.
* update family details on ICON and ensure all student records are accurate.
* prepare documentation for verification of student details at Learning Conversations.
* liaise with the Department of Education and Training and local Government High Schools regarding the enrolment of Year 6 students into high school.
* liaise with external entities, for example, Dental Van and School Photos and provide all necessary data/documentation.
* maintain Working With Children Checks and advise parents as to the status of their card.
* assist with preparations for the February and August Censuses
* assist with office duties such as processing and issuing school fee receipts.
* assist with catering requirements for school functions.
* maintain all student medical records, for example, health plans and ensure all medication is relevant and administered correctly.
* assist with First Aid when required.
* co-ordination of requirements for school production including guest invitations and seating.
* support the Principal and Deputy Principal.
* perform other duties as directed by the Principal.

St. Paul’s Primary School community is committed to the safety, wellbeing and protection of all the children in our care.