

ENROLMENT/ADMINISTRATIVE ASSISTANT – DUTY STATEMENT

1. POSITION IDENTIFICATION

POSITION TITLE:	Enrolment/Administrative Assistant
REPORTS TO:	College Principal, through the Business Manager
AWARD:	WA Catholic School Support Staff Enterprise Agreement 2024
CONDITIONS:	0.6FTE (three days per week) – days to be determined
REMUNERATION:	Administrative & Technical Services, Level 4 (41 weeks), Step 1 – 6 (dependent on experience).

2. THE ROLE

The Enrolment/Administrative Assistant provides administrative and operational support to the College's enrolment function, assisting with the delivery of a professional, efficient and welcoming experience for prospective and current families. As one of the first points of contact for the College, the role contributes positively to the promotion of Chisholm Catholic College and supports the achievement of enrolment, retention, and transition objectives.

Working closely with the Enrolment Registrar, Administration Team, College staff and families, the Enrolment/Administrative Assistant assists with enrolment administration, records management, communications and enrolment events while ensuring accuracy, confidentiality, and compliance with College and CEWA requirements.

3. SPECIFIC DUTIES

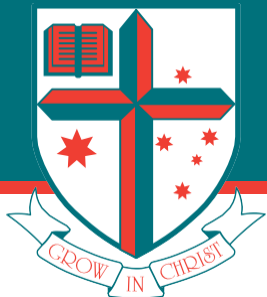
The primary responsibility of the Enrolment/Administrative Assistant is to provide support for the Enrolment Registrar in the following:

Enrolment Administration

- Assist with the administration of enrolment applications and supporting documentation.
- Process and respond to enrolment enquiries in a timely and professional manner.
- Prepare and distribute enrolment correspondence, including acknowledgements, interview invitations, offers, and acceptance documentation.
- Maintain accurate enrolment records, applicant files, and database information within College systems.
- Monitor outstanding documentation and follow up with families as required.
- Ensure enrolment information is handled in accordance with privacy and record management requirements.

Family and Community Engagement

- Provide a welcoming and professional first point of contact for prospective families.
- Respond to enrolment enquiries via telephone, email and in person.



- Assist families with enrolment processes and application requirements.
- Support the coordination of College tours, enrolment interviews, and appointments.
- Promote a positive image of the College through all interactions with families and visitors.
- Assist with the organisation and delivery of enrolment-related events including Open Days, Information and Orientation Evenings and community engagement activities.
- Prepare event materials, registrations, attendance lists and follow-up communications.

Operational Support

- Provide administrative support to the Enrolment Registrar and broader Administration Team.
- Assist with reception, filing and other administrative duties during peak periods as required.

4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Experience in administration, customer service, reception, or a related field.
- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Proficiency in Microsoft Office applications.
- Ability to work independently and collaboratively within a team environment.
- Commitment to supporting the Catholic ethos and values of the College.
- Current Working with Children Check and National Police Clearance or the ability to obtain.

Desirable

- Experience within a school or educational environment.
- Knowledge of enrolment processes and customer service practices.
- Experience using school administration systems such as AOS and SEQTA.
- Experience supporting events, stakeholder engagement, or administrative projects.

5. OTHER

The successful applicant will demonstrate:

- A friendly, professional, and service-focused approach.
- Strong interpersonal and relationship-building skills.
- Integrity, discretion, and reliability.
- Initiative and a willingness to support team objectives.



CHISHOLM

CATHOLIC COLLEGE

CHARACTER - LEARNING - COMPASSION

- Excellent organisational skills and attention to detail.
- A proactive and flexible attitude.
- Commitment to contributing positively to the College community and supporting the mission and values of Chisholm Catholic College.

Child Safeguarding and Catholic Ethos

Chisholm Catholic College is committed to providing a child-safe environment where all students are respected, protected, and empowered. All employees are expected to uphold the College's Child Safe Framework, maintain professional standards of conduct, and support the Catholic identity, mission, and values of the College.