



Guilford
Young
College
Celebrating 25 years

Enrolments Officer (1FTE ongoing)

Application Package for Applicants

Applications Close:
Monday 1 March 2021 at 4.00pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

www.catholic.tas.edu.au
www.gyc.tas.edu.au

Application for Employment

Position:	<i>Please select role/s</i>
<input type="checkbox"/> Enrolments Officer	

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	

Signature		date
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ROLE DESCRIPTION

Role title:	Enrolments Officer
Classification:	Business Services, Level 3
College/College:	Guilford Young College
Is responsible to:	College Registrar / Community Liaison
Key relationships:	Principal, staff, students, parents, volunteers, visitors, TCEO, contractors

ROLE ACCOUNTABILITY

The Enrolment Officer of the College is a key role in managing enrolment data and the enrolment process, along with internal stakeholder relationships.

The Enrolment Officer will work with general direction and can use discretion and judgement in planning, allocating resources, organising work, innovating within the role and takes responsibility for outcomes.

CATHOLIC EDUCATION TASMANIA REQUIREMENTS

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- Support the Vision and Mission statement of the individual school
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life
- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

KEY RESULT AREAS

School administration

Perform enrolment duties as required, including tours during busy periods, receiving enrolment queries, and:

- Maintain data management across various databases.
- Assist with the preparation of enrolment and orientation information.
- Complete student movements and associated registers while updating the YEET database within legislated timeframes.
- Assist with compiling enrolment statistical data and report to relevant staff members as required.
- Assist with organisation and running of enrolments processes.
- Assist with planning key enrolment events.

- Assist in the front offices as required.

Records management

- Establish enrolment record with initial data entry.
- Maintain a variety of manual and electronic files and records.
- Ensure filing is up to date and secure.
- Retain and dispose of records according to organisational policies and procedures.

Administrative support

- Prepare routine correspondence and documents.
- Undertake general word processing, data entry and desktop publishing.
- Collate and distribute documents in a timely manner.
- Process incoming and outgoing correspondence and other mail in a timely manner.
- Manage records management and archiving.
- Assist the Principal's Executive Assistant with occasional overflow coordination of meetings and appointment scheduling, including preparation of relevant documents.
- Assist the Principal's Executive Assistant with occasional overflow recording of meeting minutes and action items concisely and accurately.
- Provide administrative support to senior staff.

Team effectiveness and collaboration

- Work collaboratively with other members of the College community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the College community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings and professional learning.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software such as EdSmart and Digistorm.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Contribute to a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Reception / customer service experience
- Data processing experience
- Demonstrated professional integrity
- Work collegially and in a team environment
- Communicate effectively with a range of people from differing levels / backgrounds
- Coordinate routine activities, set priorities and deliver tasks on time
- Perform effectively in an environment with competing demands
- Apply literacy and numeracy skills effectively
- Demonstrated accuracy and attention to detail
- Act with due care and diligence
- Demonstrated reliability, dependability, flexibility and adaptability
- Maintain confidentiality when dealing with sensitive information and matters
- Demonstrated commitment to customer service excellence
- Work independently with minimal supervision.
- Use initiative to resolve problems in a constructive manner

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Successful attainment of Accreditation A: Accreditation to work in a Catholic School; or the willingness to work towards the successful attainment thereof.

Desirable

- Certificate IV Business Administration or equivalent
- Current first aid qualification

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Enrolments Officer role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Enrolments Officer uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

Additional Position Information

Start Date:	As soon as possible
Tenure:	1 FTE Ongoing 52 weeks per year 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart <i>or</i> Bowden Street Glenorchy Campuses)
Hours of Work:	8:30am - 4:51pm: Monday to Friday with a 45-minute lunchbreak
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary: \$62,472 per annum – plus 9.5% superannuation

Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
 - A cover letter of introduction stating the reasons you are seeking the position
 - A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
 - Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description
- Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Monday 1 March 2021 to anutting@gyc.tas.edu.au.

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.

If you have any further queries regarding your application please do not hesitate to contact Mrs Anita Nutting on (03) 6238 4357 or anutting@gyc.tas.edu.au.