

## Enrolment and Curriculum Support Officer

### Armadale Senior High School

<b>Position number</b>	00035241
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

#### Context

Information about the Armadale Senior High School is available on [Schools Online](#).

For further information about the Department of Education please visit: [education.wa.edu.au](http://education.wa.edu.au).

#### Key responsibilities

##### Enrolment

- Continuously review and provide input into the development and implementation of school enrolment policies and procedures.
- Oversee the school's enrolment procedures, including the operation of databases and information management systems, and the provision of information to staff, students and families ensuring that information is processed in a timely manner.
- Ensures that where appropriate, students are enrolled in specialist programs, National Assessment Program – Literacy and Numeracy (NAPLAN) testing and Vocational Education and Training (VET) programs accurately and within required timeframes.

##### Curriculum Support

- Provide administration support to the Principal, Deputy Principals and teaching staff on related curriculum activities, involving student and teacher timetables, grids, class structures and adjustment.
- Coordinate and manage the Online Student Selection process in collaboration with senior staff, and the associated verification and transfer of data into timetables.
- Maintain a range of curriculum related databases, ensuring data integrity.
- Develop, communicate and implement a schedule of reporting requirements and timeframes to ensure that all required data is collected and reports generated in a timely manner.

- Generate reports on educational measurement assessments, including the NAPLAN and Online Literacy and Numeracy Assessment.
- Undertake data transfers to internal and external stakeholders, including the Department of Education, School Curriculum and Standards Authority, Reporting to Parents and Interim Reports.
- Provide data to staff for general and course specific individual reporting, including specific support to the VET Learning Area Manager to ensure that all qualifications and results are accurately reported.
- Coordinate and implement procedures for Parent-Teacher Online and subsequent Parent-Teacher interview days and manage the parent interview online booking system and subsequent confirmation of appointments.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Provide system guidance and training to staff in the use of student databases and systems and trouble shoot problems as and when they arise.

#### **Other Duties**

- Provide support for Human Resources activities, including induction and the development and delivery of training programs and materials for staff.
- Provide administrative support for special projects or other school activities as required.

#### **Selection criteria**

1. Demonstrated experience and ability in providing effective administrative support with the ability to provide input into the development, implementation and monitoring of business systems.
2. Demonstrated initiative and sound organisational skills with the ability to identify priorities, meet deadlines and delegate effectively providing appropriate guidance and support.
3. Demonstrated sound research, conceptual and analytical skills with the ability to think innovatively when problem solving.
4. Demonstrated well developed skills in using IT packages and systems effectively with the ability to create, operate and manipulate databases and spread sheets, analyse data and develop reports.
5. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with a range of stakeholders at all levels and work effectively in a team environment.

#### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 8 August 2024  
Reference D24/0572564