



## Enrolment and Administration Support Officer Hammond Park Secondary School

<b>Position number</b>	00039574
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Opening in 2020, Hammond Park Secondary School (planning name) will accommodate up to 200 Year 7 students in the first year and grow to approximately 1500 students by 2025. The school is an Independent Public School and it is one of eight WA Public Private Partnership schools. The school is built, financed and maintained by project company EduWest. While the partnership is a very different way of delivering education facilities in the State, the students' education remains the responsibility of the Department of Education, and the Principal, teachers and staff are employed by the Department of Education as they are in all public schools.

Under the PPP project the school will be built with innovative classrooms and specialist facilities opening in Stage One 2020, with further classrooms opening in Stage Two of the build in 2023.

The school vision will focus on student wellbeing and high quality teaching and learning and aligns to the Department's High Performance High Care Strategic Plan. The establishment of strong partnerships and positive relationships is priority for Hammond Park Secondary School.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- administers school databases, records and management information systems, including student transfer and personal data and generates statistical, academic and Centrelink reports, letters and fee schedules
- implements the Department's Enrolment policy and provides input into the development and implementation of school enrolment procedures

- assists staff operating and utilising student databases and systems
- liaises and negotiates with students in relation to their enquiries, applications, courses of study requests, enrolment procedures and visa issues
- processes local students and out of area enrolment applications in accordance with the Department's Enrolment Policy
- assists with the induction and training of front office school support staff, including the development and delivery of programs and materials
- undertakes student-related activities such as providing information and advice, collecting documentation for enrolment of new students
- manages incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications
- provides administrative support for ad hoc special projects and support across school teams as business needs arise.

### **Selection criteria**

1. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
2. Demonstrated good interpersonal skills and the ability to work effectively and constructively as part of a team.
3. Demonstrated experience in the use of computer application systems, including databases, spreadsheets and word processing software.
4. Demonstrated initiative and good organisational skills, including the ability to manage conflicting timelines.
5. Demonstrated skills and experience in providing administrative support.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            20 March 2019  
Reference    D19/0209552