



Enrolment and Administration Support Officer Butler North Secondary School

Position number	00039452
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Butler North Secondary School (planning name) will open for the start of the 2020 school year as a local intake secondary school. Initially the school will accommodate up to 250 Year 7 students in 2020 and grow to accommodate a total of 2000+ Year 7 to 12 students by 2025. The school will seek to open as an Independent Public School.

A strong vision and ethos will be focused on creating and maintaining a school culture of a 'high performance and high care environment' for students, staff and the community. With a clear focus on high expectations of the student cohort, the purpose is to ensure that all students are well prepared for their future and have opportunities to develop the skills, knowledge and confidence they need to achieve their individual potential. This will be complemented by a strong focus on student engagement and mental health and well-being.

Butler North Secondary School (planning name) is one of only sixteen schools chosen to have a Specialist Autism Spectrum Disorder Learning Program, with the program already in place at Alkimos Primary School, providing students with a seamless K-12 program, if required. There will also be an academic extension pathway and a whole school approach to STEM (Science, technology, engineering, maths) to provide 'hands-on' and 'minds-on' lessons for students.

A partnership founded on strong relationships between students, staff, parents and the community will be the enduring platform upon which the school is built.

Visit 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 11 March 2019
Reference D19/0099687