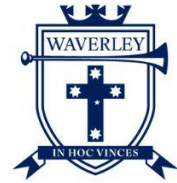


WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0016722X



Position Description

Position: Admissions Officer
Campus: Narre Warren South
Employment Status: FTE 0.8
Reports Directly To: Admissions Registrar

Role

Ministry Specifications

Duties

- Manage and respond to enrolment enquiries and maintain associated records
- Conduct Campus tours for prospective families
- Process applications and documentation relating to enrolments (including Acceptance Letters, Learning Background Questionnaires, Mailouts, Transfer notes, Data Collection Forms, etc.)
- Administration of the Enrolment Interview process, including booking and preparation of documentation
- Preparation for and assistance at Open Days, Student Orientation and other events involving new and future students
- Data entry and maintenance including VSN checks, house matching to siblings, visa and passport information, homeroom, logins/email addresses, etc.
- Utilising Synergetic for current and future students, as well as performing data integrity checks and updates
- Provide support to the General Office and other Administrative staff members/areas as required consistent with role as a member of the wider Administration team
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the staff portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year event

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

Other Key Relationships

- Head of Primary
- Head of Secondary
- Head of Campus