



EMANUEL SCHOOL

ROLE DESCRIPTION

ENROLMENTS ADMINISTRATION ASSISTANT

Role Purpose

The Enrolments Administration Assistant provides support to the Enrolments Manager in the day-to-day administration of the student enrolment process, helping to ensure a seamless experience for families and supporting the School's enrolment objectives. As one of the first points of contact for prospective parents and students, the Enrolments Administration Assistant plays an important role in creating a positive first impression of the School and fostering strong relationships with families throughout the enrolment process.

This is a permanent part-time position of 0.4 FTE, worked over two to three days per week. The role includes work during school holiday periods and attracts four (4) weeks of annual leave per annum, calculated on a pro rata basis. Additional unpaid leave during school holiday periods may be available by mutual agreement.

Responsibilities & Reporting Lines

The Enrolments Administration Assistant reports to the Enrolments Manager and supports the end-to-end enrolments process as required throughout the year. This includes, but is not limited to:

- Acting as the first point of contact for enrolment enquiries via phone and email.
- Processing new registration applications and forms.
- Managing new enrolments and student commencements in conjunction with the Enrolments Manager.
- Coordinating enrolment events, school tours, interviews, and enrolment appointments.
- Maintaining waiting lists and ongoing communication with prospective families.
- Building positive relationships with prospective and current families.
- Maintaining the highest standards of confidentiality and discretion when handling sensitive student, family and School information, ensuring compliance with privacy legislation, School policies and data security protocols.
- Preparing and distributing enrolment offers, confirmations, and related correspondence.
- Supporting orientation programs and onboarding processes for new students and families.

- Preparing and distributing communications to families via the School database in conjunction with the Enrolments Manager.
- Liaising with ICT, Digistorm and TASS regarding troubleshooting, automations and system enhancements.
- Maintaining accurate, secure and confidential student and family records within the student management system, ensuring information is handled, accessed and disclosed only in accordance with School policies and privacy requirements.
- Verifying eligibility documentation, including visa, residency and immunisation requirements where applicable.
- Providing backup support to the Enrolments Manager during periods of leave.
- Working closely with leadership, teaching and finance teams regarding enrolment numbers and student data.
- Contributing to the continuous improvement of enrolment processes, systems and procedures.

Qualifications and Experience

The following qualifications and experience are essential for this position:

- 5+ years' experience in similar administrative roles.
- Experience using computer software such as the Microsoft Office Suite, including Outlook.
- Hold a valid Working With Children Check (WWCC) in accordance with the Child Protection (Working with Children) Act 2012.

Experience in a similar role and / or school environment, and experience with our School Management System (TASS) and enrolments platform (Funnel) would be considered favourably.

Skills Required

The desired attributes for this position include:

- An open, friendly and professional approach to parents, colleagues and the wider school community.
- Strong verbal and written communication skills, with the ability to build positive relationships with families and staff.
- Excellent organisational, time management and prioritisation skills, with the ability to manage competing demands and meet deadlines.
- Demonstrated ability to handle highly confidential and sensitive information with professionalism, discretion and sound judgement.

- A high level of attention to detail, accuracy and confidentiality in record-keeping and database maintenance.
- Strong understanding of privacy obligations and data management practices, with a commitment to protecting the confidentiality of student, family and School information.
- The ability to follow procedures, work within established guidelines and consistently meet deadlines.
- Enthusiasm, resilience and the ability to work both independently and collaboratively as part of a team.
- A commitment to positively representing and supporting the School in all interactions with existing and prospective families, staff and the broader community.
- A willingness to learn, develop a thorough knowledge of the School and engage in ongoing professional growth and development.
- A commitment to supporting and upholding the ethos and values of the School.

Emanuel Employee Qualities & Attributes

Emanuel staff are highly competent, passionate, and engaging in their practice. They ensure the best possible learning environment for students and are committed to their own continued growth as a professional. It is expected that a successful applicant would have a similar approach to their work.

As an Emanuel staff member, it is expected that you possess the following qualities and attributes

- Love of education and desire to inspire and engage students
- A passion for continually improving their practice and a commitment to ongoing professional learning
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Generosity in sharing their expertise with colleagues, and an openness to welcome and provide observation and feedback to colleagues
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- Be a team player who is keen to work with colleagues to best meet the needs of individual students.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents.

Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service. We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Emanuel School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Emanuel has zero tolerance for child abuse.

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Respect
- Inclusion
- Community
- Kindness

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive, and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.