POSITION DESCRIPTION

POSITION TITLE	ENROLMENT/TRANSITION OFFICER
Role Specific Responsibilities	• Enrolment and Exit Processes • CASES21 Administration • Transition Support • Administrative Support
Time Fraction/ Fortnightly Hours	0.6 EFT – 22.8 hours Additional hours are not required for this position
Days and Hours	Days to be determined with the incumbent in line with other duties (Monday to Friday 8:00am – 4:06pm)
Breaks	Tea Break – 15 minutes Lunch Break – 30 minutes (to be taken between 11:00am – 2:00pm)
Reports to	Assistant Principal Year 7 Hub
Accountability	Performance management is the responsibility of the Assistant Principal Year 7 Hub
Qualifications and Experience	

RESPONSIBILITIES

Enrolment and Exits

- Communicate enrolment processes to staff, students and community via email, newsletter, website, and/or providing Professional Development to ensure policies and practices pertaining to the role are clear and adhered to
- Responsible for the enrolment of students into the College including coordination of documentation, validity, background information, previous school details and PSDMS administration
- Liaise between families, Principal/nominees and/or Hub Leaders and Coordinators/Student Wellbeing/PSD Coordinators to organise enrolment interviews and correct year level placement
- Responsible for the student Exit process including scanning files for archives and transfer of student files as required
- Communicate weekly a summary of student enrolment and exit information to staff via email
- Accurately enter or remove students' details onto CASES21 and Edval in a timely manner to enable access of relevant information
- Liaise with Hubs to ensure actual student numbers, CASES21, Edval and Compass are synchronised
- File and maintain student records
- Manage, organise, and update relevant College information, liaising with Administrators across the College, within information books, enrolment packs, web page and displays.
- Support State Schools Relief applications

CASES21 Administration
• Support the Business Manager with planning and preparation for February and August Census, Audits and End of Year Rollover • Maintain accurate student records on CASES21 • Develop and circulate CASES21 Administration procedures to relevant administrative staff

Transition Support
• Proactively work with the Transition Coordinator and teams to ensure letters of acceptance, enrolment packs and information are distributed and that overall a smooth transition for students and families is achieved • Support the Transition Coordinator with the Transition program – Primary Enhancement Program, Transition and Orientation Days, Information Evenings and Orientation programs including Year 7 Camp

Administrative Support

• Assist with the day-to-day management and operation of the Learning Hubs:
   – Provide administration support to the Assistant Principal/s and team leaders.
   – Emergency management
   – Subject selection
• Attend Hub meetings where required
• Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.

General expectations of all staff
• Complete yard duty as rostered • Establish and maintain effective working relationships with co-workers, leaders, students and the general public • Perform duties in an efficient, professional and courteous manner in accordance with the College Values, the Victorian Public Sector Code of Conduct and all local policies and codes of conduct • Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures and staff policies and protocols • Pursue personal development of skills and knowledge necessary for the effective performance of the role • Other duties as requested by the Principal or Business Manager

Child Safe Standards
• Uphold the Bairnsdale Secondary College Statement of Commitment to Child Safety • Adhere to the Bairnsdale Secondary College Child Safe Code of Conduct • Support the establishment and maintenance of a Child Safe environment