



Enrolment Officer

Job Description (Support Staff)

Name:

Position: Enrolment Officer

Responsible to: Principal, Deputy Principal (Enrolments)

Key Relationships: Administration Staff, Senior Leadership Team, Year Level Deans, Head of Learning Support / SENCo, ELLS Support Staff, Medical Centre, prospective students and their parents and whānau

Hours of work: Term time only, 20–30 hours per week (depending on workload throughout the year). There is some flexibility in setting work hours and days.

Classification: Grade 3 – Support Staff in Schools Collective Agreement (SSSCA)

Job Purpose

The Enrolment Officer plays a pivotal role in managing the student enrolment process, ensuring a seamless and welcoming experience for prospective students and their parents and whānau. The role oversees the administrative and logistical aspects of enrolment, coordinates interviews and entrance testing, and supports school events related to admissions.

The Enrolment Officer collaborates closely with staff across the school to ensure accurate, timely, and comprehensive onboarding of new students.

Key Responsibilities

Administration

- Processing enrolments: Receive and process all enrolment applications, ensuring documentation is complete and accurate.
- Documentation verification: Verify supporting documents provided by applicants (e.g., zoning status, proof of address, birth certificates, and previous academic records).
- Student data management: Enter and update student information in Kamar, maintaining data integrity and confidentiality at all times.
- Data privacy compliance: Ensure all enrolment and student information is collected, stored, and shared in accordance with the Privacy Act 2020 and school privacy policies and procedures.
- Enrolment reporting: Maintain up-to-date enrolment statistics and keep the Principal well informed to support effective planning.
- Out-of-zone ballot: Oversee the out-of-zone ballot process; ensure students are assigned the correct priority; and notify families of the outcome.
- Year 9 data setup: Set up relevant data for the new Year 9 cohort, including subject choices, medical information, and learning support details, to ensure needs are identified and addressed.
- Liaison with Northcross Intermediate: Confirm intended high schools, contact details, classroom teachers, and room numbers for potential enrolling students.
- Kamar letters: Review all Kamar letters and update as required.
- Communication: Maintain clear, timely, and professional communication with prospective students, parents and whānau, and staff throughout the enrolment process.

- Operational support: Provide occasional cover for other support roles as required (e.g., Reception, Medical Room, and Library).
- Records management: Ensure enrolment and student records are accurately maintained and archived in accordance with school procedures and privacy requirements.
- Continuous improvement: Contribute to improving enrolment processes by providing feedback and suggestions to enhance efficiency and service.

Midyear Enrolments

- Enrolment interviews: Organise and coordinate enrolment interviews, including scheduling times and preparing necessary documentation.
- Entrance testing: Invite students to entrance testing sessions and coordinate logistics, communication, and follow-up.
- ELLS testing: Organise English Language Learner Support (ELLS) testing as required.
- Pastoral information gathering: Obtain relevant pastoral history for each applicant to support appropriate placement and transition, liaising with the relevant Deputy Principal and/or Year Level Dean as required.
- Escalation: Highlight students with higher pastoral needs to the Deputy Principal (Enrolments), Deputy Principal (Pastoral) and relevant Year Level Deputy Principal.

Enrolment Events

- Open evenings and school tours: Support the organisation and delivery of Open Evenings, Year 8 Day, and guided school tours for prospective students and their families.
- SLT tour rosters and routes: Arrange Senior Leadership Team (SLT) tour rosters and plan routes to effectively showcase the school's facilities and programmes.

Enrolment Interview Evenings

- Interview logistics: Oversee logistics for interview evening events, including venue preparation, check-in procedures, and communication with interviewers and families.
- Interview Packs: Prepare and distribute enrolment packs for interviewers, ensuring all necessary materials are included.
- Liaise with Kitchen Manager regarding catering requirements.

Information Gathering

- Create the necessary forms to gather information from Northcross Intermediate teachers regarding Year 8 students who have enrolled at Long Bay College.

Entrance Testing

- Year 9 Entrance Testing: Arrange and facilitate entrance testing for incoming Year 9 students, including logistics, communication, and result collation.
- Year 10-13 Entrance Testing: Arrange and facilitate entrance testing for incoming students, including logistics, communication, and result collation.

Key Skills and Attributes

- Attention to Detail: High standard of accuracy in handling documentation and data entry.
- Organisational Skills: Ability to expertly manage multiple tasks, schedules, and events simultaneously.
- Communication: Strong written and verbal communication skills, with a welcoming and professional manner.
- IT Competency: Proficient in school administration systems (e.g., Kamar), Microsoft 365, and email communication.
- Interpersonal Skills: Friendly, approachable, and able to work collaboratively with staff, students, and families from diverse backgrounds.
- Confidentiality: Committed to maintaining privacy and confidentiality of sensitive information.

- **Problem-Solving:** Ability to respond effectively to unexpected challenges or queries during the enrolment process.
- **Flexibility:** Willingness to support events outside standard office hours as required (e.g., Open Evenings).

The Enrolment Officer may be required to undertake other reasonable tasks or responsibilities in line with the overall purpose of the role and operational needs of the school.

Person Specifications:

1. Have the ability to work in a team with a common goal.
2. Have a high level of self-motivation coupled with flexibility.
3. Enjoy working with young people.
4. To be able to gain the confidence and respect of students in order to influence their behaviour.
5. To be a positive role model for students by:
 - a. Maintaining personal standards of dress and presentation appropriate for a member of the teaching/support staff profession.
 - b. Observing professional standards of behaviour at all times while at school or on school-related activities.
 - c. Valuing excellence and personal achievement.
 - d. Demonstrating a commitment to the welfare of others.

Accountability:

To participate in an annual self-appraisal, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

Job Description Approved By:

Signed: _____ (Name) Date: _____

Signed: _____ CJ Healey, Principal Date: _____

NOTE: This job description is intended to focus on the important tasks and responsibilities of this position. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above