Schedule 1

KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
ENROLMENTS OFFICER

Document Control and Change History

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ENROLMENTS OFFICER

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with over 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The College campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Programme incorporating an Employee Assistance Programme.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title:
Enrolments Officer

Section/Department/Learning Area:

Community Engagement

Tenure:

Permanent part-time (0.18FTE)

Workload

You are required to work one day per week, 42 weeks per year (5 weeks unpaid stand-down) starting at 8.00am and finishing at 4.00pm, being a total of 7.5 hours paid work per week, excluding 30 minutes unpaid lunch break.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Enrolments Officer position reports to Enrolments Manager.

Section 6. Responsibilities and Duties

Overview

The role encompasses providing cover for the Enrolments Officer and includes student enrolment administration on set days; and to promote the strategic plan of the College through professional and timely delivery of the tasks associated with the position.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos

Duties and Responsibilities

Your specific duties include but are not limited to:

Support and assist the Enrolments Manager with the operation of the Department, including the following duties:

Enrolments

- Provide a professional and friendly service to prospective families making student enrolments enquiries.
- Check enrolment applications, follow up on outstanding documentation and import data into TASS as required.
- Preparation of correspondence arising from enrolment enquiries, including emails and Digistorm communications.
- Provide follow-up to parents in a timely manner on outstanding issues and tasks relating to enrolments, Principal's interviews and waiting lists and membership of the Association.
- Receive and process Enrolment Confirmation Fee payments as required.
- Disseminate electronic advice to staff on enrolment movements as needed.
- Follow up prospective parents with phone calls and emails to convert leads into confirmed enrolments.

Association Membership

- Generate correspondence advice on changes in membership status as ratified by the Board.
- Log meeting attendances and generate reports for Board purposes relating to regularity of attendance and consequent change in status of members (i.e., demotion).
- Generate advice correspondence regarding new member compulsory meetings.
- Attend two evening membership meetings per year and record the roll.

Data Collection and Maintenance

- Maintain TASS membership database and generate reports as needed.
- Maintain TASS enrolment database, including Foster Carer data, and generate reports as needed.
- Maintain TASS student database for purpose of student withdrawals and generate reports as needed.
- Within Digistorm's Funnel maintain notes, activity and change of enrolment status to leads contacted and generate reports as needed.
- Ensure all records are filed in accordance with College requirements.
- Update and maintain visa documentation and follow up change in visa status with parents, ensuring accurate data is available especially prior to February and August census.

International Student Enrolments

- Assist with maintenance of PRISMS database entries as required.
- Receive mandatory documents for International Student enrolments, verify and process to point of interview.
- Maintain records of existing and future enrolments for International Students ensuring all records and statutory requirements are fulfilled.

Student Withdrawals

- Assist with processing student withdrawals.
- Ensure all recordkeeping and statutory requirements are fulfilled.

Workplace Health and Safety

- Comply with College policies and procedures and take responsibility for self and others by complying with Workplace Health and Safety and Equal Opportunity requirements of the College.

Other Duties

- Filing of all correspondence and documents relating to departmental matters.
- Liaise with the Principal's Executive Assistant and Enrolments Manager regarding Enrolment interviews as required.
- Provide telephone support for the Enrolments Manager , in relation to new enrolment enquiries and follow up as required.
- Under the direction of the Enrolments Manager, follow up Association membership correspondence via email within 2 weeks of each Association meeting.
- Archiving of documents, and retrieval as necessary.
- Other duties as required

Section 7. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. High level computer literacy with sound knowledge of the MS Office Suite, including Excel, Word, database entry and management, and other relevant College reporting systems.
2. High level written and oral communication skills – demonstrate an ability to develop and nurture positive working relations with the College internal and external customer base, including students, parents, staff and visitors.
3. As first point of contact, the Enrolments Officer role requires a professional and friendly approach to potential clients, with ability to communicate with all levels of the College community and the general public.
4. Ability to work well under pressure, dealing calmly with a number of tasks at once, with attention to detail, and ensuring their timely completion.
5. Self-motivated, punctual and able to demonstrate sound organisational skills.
6. Ability to establish and maintain effective records.
7. Have relevant qualifications and experience relating to the position.

Desirable

1. Previous experience in a school environment in an Enrolments position.
2. Understanding and knowledge of the TASS data management system.

Section 8. Application

Applications must include the following:

- Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College website or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Wednesday 25 November 2026

Peter Burton

Principal

November 2026