

Position Description

Enrolments and Administrative Officer

June 2026

Position title	Enrolments and Administrative Officer
Reports to	Business Manager
Hours	3 days per week (22.5 hours) - days to be confirmed at appointment
Classification	CEWA Level 3, Steps 2-3
Employment type	Permanent part-time
School terms	School term weeks, 44 working weeks, plus 4 weeks annual leave
Working with Children	Current Working with Children Check (Employee) required prior to commencement

Position Summary

The Enrolments and Administrative Officer is responsible for managing the end-to-end enrolment process at The Montessori School Kingsley, from initial inquiry through to student commencement and ongoing records management. The role also provides front office and general administrative support on rostered days.

The role is the primary point of contact for prospective and current families on enrolment matters, and plays a central part in shaping the experience families have with the school from their first inquiry. It requires both strong interpersonal skills and a high degree of accuracy in data and records management.

The School is implementing a new student management system (TASS), and the role will operate within this system from commencement. The incoming role-holder will have the opportunity to contribute to how enrolment processes are configured and refined within the new system.

Key Responsibilities

1. Inquiry and Family Engagement

Inquiry management

- Respond to all enrolment inquiries promptly and professionally - by phone, email and in person.
- Provide prospective families with accurate information about the enrolment process, year level availability, waitlist status and school operations.
- Maintain a warm, informative first point of contact that reflects the school's values and community.
- Manage the inquiry database in TAS, ensuring all contact records and inquiry details are recorded accurately and kept current.

Prospective family events

- Coordinate the logistics of open days, information mornings, school tours and orientation sessions - including invitations, registration, room setup, catering requirements and post-event follow-up.
- Liaise with the Co-Principals and relevant staff to confirm session content, scheduling and resources.
- Brief the Co-Principals ahead of sessions with relevant inquiry and applicant information to support family conversations.
- Ensure prospective families receive timely follow-up communication after attending a school event.

Information materials

- Maintain enrolment information packs, application forms and standard email templates, ensuring content is current and consistent with the school's enrolment policy.
- Liaise with the relevant staff member when enrolment content on the school website or online inquiry forms requires updating.

2. Application and Offer Management

Applications

- Receive and process enrolment applications, checking for completeness and following up with families on any missing documentation.
- Maintain accurate and up-to-date application records for each prospective student in TAS, including application status, documentation received and any special considerations noted.
- Manage the waitlist in accordance with the school's enrolment policy, including sibling priority, entry criteria and position notifications.

Interview coordination

- Schedule and confirm enrolment interviews between prospective families and the Co-Principals.
- Prepare relevant documentation and applicant summaries for Co-Principal review prior to each interview.
- Update applicant records following interviews, reflecting outcomes and any decisions made.

Offers and acceptance

- Prepare and issue conditional offer letters and acceptance packs in TAS, in accordance with decisions made by the Co-Principals.
- Track offer responses, manage acceptance deadlines and follow up with families on outstanding responses.
- Process acceptances and update enrolment status in TAS promptly upon receipt of completed documentation.
- Manage deferred enrolment requests and re-enrolment processes as required.
- Notify unsuccessful applicants sensitively and in accordance with agreed school processes.

3. Student Records and Ongoing Transitions

Student data management

- Enter and maintain all student and family data in TAS accurately, including enrolment records, medical information, emergency contacts, immunisation status and any relevant learning or wellbeing notes.
- Process changes to student records as they arise - including family contact updates, medical information changes, custody arrangements and student status changes.
- Generate class group drafts for Co-Principal review at the commencement of each planning cycle, using current enrolment data.
- Produce class lists, emergency contact sheets and student information summaries for teaching staff at the start of each term.

Year-level transitions and mid-year movements

- Process year-level progression records at the end of each academic year, ensuring student data is updated and correctly configured for the following year in TAS.
- Manage mid-year enrolment arrivals, including induction documentation, system setup and communication with relevant staff.
- Process student exits - including formal withdrawal documentation, archiving of records and any required transfer of information to receiving schools.
- Coordinate short-term and long-term absence or leave of absence requests in conjunction with the Co-Principals where relevant.

Compliance and reporting

- Upload curriculum data to the Curriculum Council each term in accordance with compliance requirements.
- Support the Business Manager with annual census data collection, verification and submission.
- Ensure student immunisation records are current and follow up with families on outstanding documentation as required by school policy.
- Maintain records in accordance with the school's privacy obligations and relevant regulatory requirements.
- Maintain an up-to-date termly task calendar covering all enrolment cycle activities to support continuity and forward planning.

4. Front Office and Administrative Support

Front office coverage

- Provide front office coverage on rostered days - greeting visitors, answering and directing phone calls, managing general inquiries and maintaining a welcoming reception environment.
- Support the Administrative and Accounts Support Officer with front desk coverage during peak periods, breaks and absences.
- Receive and distribute incoming mail and manage general front office correspondence.

General administration

- Assist with the preparation and distribution of routine school communications to families on rostered days.
- Assist with event logistics for school events relevant to the enrolments function, including information evenings, open days and new family orientation.
- Undertake other administrative tasks as directed by the Business Manager, within the scope of the role's hours.

Key Relationships

Relationship	Nature of interaction
Business Manager	Direct line manager. Day-to-day oversight, task direction, performance management and escalation point.
Co-Principals	Close working relationship on enrolment decisions, interview scheduling, class placement, family communications and event planning. Enrolment offers and decisions rest with the Co-Principals; this role manages the process and records.
Administrative and Accounts Support Officer	Shared front office coverage. Mutual support on reception, phones and general administration on rostered days.
Prospective families	Primary point of contact from first inquiry through to student commencement. Requires a consistent, warm and professional approach across all communications.
Current families	Point of contact for enrolment record changes, student exits and related administrative matters.
Teaching staff	Provides class lists, student information documents and term updates. Receives and processes relevant documentation including excursion forms.
IB Coordinator	Coordinates IB exam administration logistics twice yearly - timetable data entry and document preparation. Detailed process to be handed over from outgoing role-holder.

Selection Criteria

Essential

Criterion	Detail
Administration and organisational skills	Demonstrated experience managing multiple concurrent administrative processes accurately and to deadline. Ability to prioritise workload and work with minimal supervision during peak periods.
Communication and interpersonal skills	Excellent written and verbal communication skills. Professional and warm telephone manner. Ability to deal with sensitive or difficult conversations with families calmly and appropriately.
Attention to detail and data accuracy	High standard of accuracy in data entry and records management. Demonstrated understanding of the importance of maintaining correct and current student information.
Systems proficiency	Proficient in Microsoft Office (Word, Excel, Outlook). Comfortable learning new systems. Experience with a student management system (TAS, Compass, SEQTA or similar) is advantageous but not required.
Discretion and confidentiality	Demonstrated ability to handle sensitive student and family information with discretion, in accordance with privacy obligations.
Working in a school environment	Genuine interest in working within a school community. Ability to build positive relationships with students, families and staff. Current Working with Children Check or willingness to obtain.

Desirable

Criterion	Detail
Enrolments or admissions experience	Previous experience in a school enrolments, student services or admissions role.
Knowledge of Montessori education	Familiarity with the Montessori educational approach, or a genuine interest in learning about it.
Digital communications capability	Experience with Canva, InDesign or similar tools that could support the production of enrolment-related materials.
Knowledge of independent school conditions	Familiarity with or experience working in a Catholic or independent school environment, especially small schools.

This position description is a guide to the primary responsibilities of the role and is not intended to be exhaustive. It may be reviewed and updated in consultation with the role-holder.