Role:

The Enrolment and Clerical Assistant works with the Director of College and Community Engagement and College Registrar and is ultimately accountable to the Principal via the Director of College and Community Engagement.

Key Responsibilities:

Administration:

- Maintain up to date knowledge and awareness of College events, activities, happenings and accurately share with the community
- Administrative support for the Director of College and Community Engagement, and other members of Consult as required
- Ensure the Loyola style guide is applied to all outgoing correspondence
- Administration of the LMS Parent Portal as required.
- Minute taker for the Teaching Staff, Full Staff and OHS meetings
- Format and publish the Ignatian Newsletter
- Conduct College tours as required
- Taking of photos and video of curriculum and co-curriculum events
- Enter students awards into Synergetic database
- Assistance with Facilities Hiring applications

Reception Duties:

- Attend to College reception as required.
- Support other administrative staff in the reception area
- Attend to incoming telephone enquiries
- Record Late Arrivals/Early Leave of Students
- Conduct general photocopying and administration tasks
- Maintain and monitor student attendance (student absentee line) and follow up on roll inaccuracies with respective teachers
- Data entry

Assistant to the Registrar:

- Assist and support the College Registrar in the overall process of student registrations including but not limited to
  - Attend to enquiries regarding enrolments
  - Process enrolment applications using the Funnel platform.
  - Maintain and update the enrolment application register
- In consultation with the College & Community Engagement Assistant, follow up on enrolment enquires through the Funnel platform.
- Conduct re-enrolment phone calls
- Export Digistorm payments daily and provide report to Finance Department

Events:
- Support the Director of College and Community Engagement and Assistant in the administration of major College events including College Assemblies, Annual Awards Ceremony, Open Day and St Ignatius Day
- Administration of the St. Ignatius Day Fundraising Website

Loyola College Alumni Association (LCAA) Secretary:
- Producing & distributing the LCAA magazine (Companion) and other related material
- Organising the College reunion (for 1, 5, 10, 15, 20, 25, 30 years, etc.)
- Attending the annual College reunion
- Attending all meetings of the LCAA Committee (held during evenings)
- Acting as Secretary to the LCAA Committee and taking the minutes of each meeting
- Providing updates for the LCAA website and social networking site
- Processing memberships and updating membership details of LCAA on the College database
- Liaising with the LCAA Principal's nominee and LCAA President
- Co-ordinating social/fundraising events (eg vintage car show)
- Exploring ways of expanding LCAA activities
- Manage the school online alumni data base (Alumnly)
- Other duties as directed by the Principal and/or Director of College and Community Engagement

Hours (Pertaining to LCAA Secretary):
- A minimum of one day per week (7.6 hours). Any after work hours (eg. committee meetings and attendance of reunions held during week nights or weekends) will be taken as time in lieu when appropriate and agreed to by the College Business Manager.

Meeting Attendance:
- Full Staff Meetings (Minute taker)
- Teaching Staff Meeting (Minute taker)
- Occupational Health and Safety Meeting (Minute taker)
- Community Team Meeting

Personal Traits:
- Ability to work with a minimum of supervision
- Ability to work as an effective team member
- Excellent interpersonal skills and ability to relate to all sections of the Loyola community i.e. staff, students, parents (both prospective and current)
- Excellent communication skills (both verbal and written)
- Discretion and confidentiality
- Ability to work under pressure and meet deadlines
- A commitment to ongoing professional development

Specific Skills:
- Knowledge of Synergetic database is an advantage, otherwise exposure to database management is ideally required
- Sound knowledge and experience in MS Office applications (MS-Word and MS-Excel)
- Knowledge of the Adobe suite is desirable.
- Knowledge of social media platforms
- Maintenance of accurate records

Current Duty/Hours
This is a full-time position entailing 38 hours per week.

Salary, conditions, and benefits:

- The conditions of the Catholic Education Multi Enterprise Agreement apply to this position
- The position is an ESA Level 2
- Salary range will be assessed based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation
- Category A – four weeks annual leave.
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal
- Salary sacrifice options (such as Superannuation) as approved by the Principal

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.