



MSSA Enrolment & Administration Officer

Position title	Enrolment and Administration Officer
Manager	Principal
Full/part time	Full-time (38 hours per week). Early and late roster to ensure office attended between 8am and 5:30pm
Classification	NTPS (administration stream), level 4.3

Our School

Milkwood Steiner School is situated on Larrakia land (Darwin), in the tropical north of Australia delivering a Steiner Curriculum to 100 students from Kindergarten to Class 7. Our school has unique large tropical style buildings with classrooms that open out onto broad verandas, with a playground that extends to a beautiful native bushland.

We are a thriving, growing school, with a welcoming community and children from diverse cultural backgrounds. Our school is committed to applying the richness of a Steiner Education to the unique cultural and environmental context of Australia's Top End.

Position summary

To deliver high quality enrolment and administration activities for the School. As the 'face' of Milkwood it is essential this position presents a professional image and creates a welcoming, warm and positive first impression. This role undertakes all activities related to marketing and enrolment, including exploring creative strategies to strengthen the school.

Position overview

Reception

- Represent Milkwood as the first point of contact in a professional, warm and efficient manner, providing reception support that meets the day-to-day requirements of the school. Implement policies related to visitor arrival and departure.
- Deliver, or organise the delivery of, all operational actions associated with the School's reception, including management of messages, mail, and appointments.
- Receive, attend to and discharge students from sickbay.
- Maintain a welcoming physical environment in the office that reflects the school's values through its aesthetics and management.

Enrolments

- Manage and administer student applications and admissions and exit processes.
- Registration and reporting on current and future enrolments.
- Ongoing development, implementation and evaluation of marketing plans and associated activities.
- Produce and maintain a range of school communications, including newsletter, fliers and promotional material, Parent Handbook, website, calendar and School's Facebook site.
- Organise and lead school tours and school open day events.
- Maintain and update monthly and yearly planner for key enrolment and admissions events throughout the year.
- Communicate key points of Steiner Education as articulated at MSS.

Administration

- Administrative support of the Principal, undertaking special projects and ongoing tasks as requested.
- Manage and report on school data.
- Maintain contact and communications lists and coordinate correspondence to staff and school community.
- Provide oversight and management support to casual/project staff where required.
- Preparation of grant applications.

Work Health and Safety

- Ensure the safety of self and others.
- Participate in school's WH&S activities, supporting the preparation of incident reports as required.
- Work harmoniously with other employees with due regard to their rights. As an integral part of the school administration team, the Enrolment and Administration Officer maintains a close working relationship with the Principal and the Finance Officer.
- The performance of all duties shall be consistent with the values and ethos of Milkwood.

Child Safety

- Adhere to and implement all Child Safe policies, practices and procedures.

SELECTION CRITERIA

Essential

1. Demonstrated high level oral and written communication skills, particularly in environments where confidentiality and sensitivity is required.
2. Highly developed interpersonal skills, including a proven ability to foster relationships in a diverse environment. High regard for the voices of families and children.
3. Demonstrated ability to plan, organize, set priorities, and meet deadlines, accompanied by an ability to handle a number of tasks concurrently with minimum supervision.
4. High level skills with Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) and familiarity with school software packages.
5. Demonstrated ability to work collaboratively and achieve outcomes in a team environment.
6. Capacity for initiative and creative problem-solving.
7. Commitment to Child protection and ability to apply relevant policies and legislation.

Desirable

8. Familiarity with approach and philosophy of Steiner education.
9. Experience in an educational context, preferably including admissions and enrolments.
10. First Aid / anaphylaxis certificate
11. Successful applicants must have current Working with Children check and National Police Records check.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.