



Caroline Chisholm Catholic College

Position Description – Administration – School Data

CLASSIFICATION:

Educational Support Officer

REPORTS TO:

**Principal, Deputy Principal (Learning & Teaching),
Deputy Principal (Wellbeing), Head of Development**

The School Data Administration position is responsible to the various Leaders for the duties outlined below in accordance with college policies and procedures. The School Data Administration member is responsible for managing the College student database and platforms.

Vision and Mission

Caroline Chisholm Catholic College is committed to educate and prepare our students to be the best they are called to be in a faith-filled and inclusive community. We also strive to be leaders in learning excellence in our community.

It is expected that all staff of Caroline Chisholm Catholic College endeavour to uphold the College mission statement and live out its vision.

Duties

Specifically, the duties include;

Database Management

- Maintain and update relevant and current information/data for current and prospective students, but not limited to the following:
 - Medical data
 - Relevant funding data (e.g., refugee status, students with disabilities and learning needs, etc.)
 - Parent and carer and any additional family member contact details, as required.
- Assist with the entering and transferring new enrolment applications into the College databases
- Support the College Registrar to ensure application details are complete on College databases
- Assist with ensuring enrolment application paperwork is uploaded into funnel
- Liaise with Admin to ensure enrolments are complete and uploaded onto file director
- Maintain and develop the alumni database along with the Head of Development
- Ensure data for Student Information Forms including year-end enrolment updates are up to date and accessible.
- Assist with the data for the yearly re-enrolment process
- Withdraw students from the database as required
- Provide statistical data for the Principal – including current enrolments, ongoing enrolments and future projections.
- Produce accurate and timely production of CENSUS documentation.
- Prepare CENSUS data for the Principal.
- Ensuring that each student's electronic file is accurate and maintained.
- Extract and manipulate data and provide reports for relevant Leaders.
- Support the Registrar role and back up as required.
- Support administration and lunch covers as required.

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- Liaise with Registrar regarding enrolment data
 - Initiate processes that could improve data entry
 - Adhere to the Privacy Act and College Privacy policies

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frames
- Organisational decisions implemented and reinforced in a positive way

Key Performance Indicators

- Student data entry is 100% accurate and maintained
- Accurate data records documented and accessible to College Leadership

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal or the Head of Development

Selection Criteria

- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems
- Knowledge of Windows based computer applications is essential
- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This position will undergo a performance review during the tenure period.

Caroline Chisholm Catholic College is a Child Safe School.
