

Enrolments Officer AO3 – Temporary Full Time

36.25 hours p/w + ADO Monday to Friday

Duration: Immediate – 26 June 2026 (with possibility of extension)

Salary Range: \$75,886 - \$84,201 P/A

Springfield Central State High School is seeking a committed professional to join our Administration team as the Enrolment Officer. In this vital role, you will work collaboratively with the school support staff to deliver exceptional service to students and parents. Our school prides itself on a culture of high expectations and performance for both staff and students, striving to ensure every student achieves success. The ideal candidate will be motivated to uphold our core values of Respect, Responsibility, Resilience, and Relationships. Additionally, they will demonstrate initiative, strong interpersonal skills, and the ability to manage the daily operations of the school's enrolments. This includes contributing to the development and maintenance of enrolment policies, electronic systems, and databases that support the enrolment process.

About the School

Since its establishment in 2011, Springfield Central State High School has been dedicated to delivering excellence in student outcomes, underpinned by strong family values. The school has gained a reputation as a school of choice in the community, known for its endless pathways—whether through VET (Vocational Education and Training), ATAR (Australian Tertiary Admission Rank), or Ranking Score options—which provide students with a broad range of career and academic opportunities throughout their school journey.

Everything at Springfield Central stems from the school's improvement priorities:

- **Believe** – fostering a belief in self, potential, and capacity to achieve
- **Belong** – creating an inclusive and supportive environment where all students feel connected
- **Become** – guiding students to become the best versions of themselves academically, socially, and personally.

The school offers MAGNA excellence programs, a growing International Student Program, and four Sport Academies in Volleyball, AFL, Basketball, and Soccer, providing students with specialised training and development pathways. These programs, along with the values of Believe, Belong, Become, ensure that every student is supported in achieving their individual goals.

The ethos of Springfield Central High School centres on helping students "Scale Great Heights" by maintaining high performance expectations and a personalised approach. The school culture promotes focused learning, high expectations, and celebrating success, ensuring a safe, disciplined, and enjoyable learning environment that nurtures student achievement in academic, sporting, and creative fields.

Major Accountabilities

As the Enrolment Officer you may have responsibility for the following:

- Oversee day to day operations of enrolments and provide enrolment management policy advice.
- Maintain student administration systems for the purposes of reviewing student enrolment data, and producing and distributing statistical data.
- Consult with the Executive team on a regular basis in relation to enrolment data, policies and enquiries.
- Contribute to projects that renew enrolment policies, systems and procedures.
- Coordinate enrolment interviews for the Executive team, prepare enrolment documentation, and coordinate and assist with enrolment activities for new students.
- Facilitate the maintenance of student information records, including population of the school timetable and associated databases.
- Ensure that student files and other official records are kept up to date.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the Business Manager

How you will be assessed:

Your one page application must outline your relevant skills and abilities to support the position as well as a current Resume with 2 Referees, 1 being your current Supervisor.