

Enrolments Processor

Processing of enrolments and reception cover

Part-time: 10 hours per week

Fixed term: 1 year holidays by negotiation.

Flexible times: preferably 2 hours/day

Starting date: negotiable

Remuneration: \$27.34/hour

For a job description please see our website

Cover letter, CV, & support staff application to be emailed to csinclair@mhjc.school.nz

Applications close: 30 May 2024

Job Description: Enrolments Processor

The administration and processing of enrolments at MHJC.

Job description:

- Process approximately 300 applications a year, most of which are our new Year 7 students from contributing schools, a small number of out of zone and several international students. -
- Most of the enrolment process is completed on-line.
- Pressure points include the start of the year and the new enrolments for the following year from the start of term 3.
- Cover for reception will also be required.
- Some work may be completed off-site by negotiation

Qualities required:

The successful candidate must be able:

- to work under pressure;
- to have good interpersonal skills particularly when communicating with students and caregivers;
- to be accurate with data entry and collection;
- to use our digital platforms expertly;
- first aid training.

Key tasks:

- checking that caregivers submit the correct supporting documents;
- ensuring the enrolment forms are completed accurately;
- confirming that the proof of residence is verified and if an in-zone address is used, including statutory declarations;
- updating the checklist online;
- check data is entered correctly onto the school's management system

- working with contributing schools to ensure all eligible students have received enrolment forms and relevant information.;
- follow up with contributing schools late enrolments;
- working with IT Managers to ensure the ballot is conducted according to relevant guidelines.