



Position Description

Administrative Assistant – Enrolments and Human Resources

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Administrative Assistant – Enrolments and Human resources plays a vital role in supporting the delivery of high-quality enrolment and human resources processes, contributing to the attraction, selection and onboarding of staff, and the enrolment of students. The role ensures systems and processes are managed efficiently, with a strong focus on accuracy, confidentiality and stakeholder experience.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

Administrative Support – Enrolments

- Provide day-to-day administrative support to the Enrolments Registrar, ensuring accurate tracking and progression of applications.
- Support maintenance of enrolment databases, application records and communication logs with prospective families.
- Support the coordination of enrolment interviews, events and follow-up communication.
- Assist with the preparation of enrolment documentation, including offers, correspondence and supporting materials.
- Assist in ensuring a positive and professional experience for prospective families throughout the enrolment process.



Administrative Support – Human Resources

- Provide administrative support across recruitment processes, including application management and candidate communication.
- Maintain recruitment databases, applicant records and documentation for shortlisting and selection processes.
- Support interview coordination, including scheduling, preparation of materials and communication with candidates.
- Assist with preparation of employment contracts and onboarding documentation.
- Coordinate onboarding processes, ensuring all compliance documentation and system requirements are completed prior to commencement.

Record-Keeping, Data & System Management

- Maintain accurate and up-to-date records of enrolment applications, student data and recruitment activity.
- Enter and update relevant data in College systems (e.g. TASS or equivalent HR/enrolment platforms), ensuring accuracy and integrity.
- Maintain organised digital and physical filing systems for enrolment and HR documentation.
- Track application progress, interview outcomes and onboarding documentation to ensure timely follow-up.
- Maintain records of employee compliance documentation, including qualifications, identification, Blue Card/WWCC and required certifications.
- Ensure all documentation is stored in accordance with privacy, confidentiality and record-keeping requirements.

Operational & General Administration

- Maintain accurate administrative systems, documentation and workflows across HR and enrolments.
- Support the coordination of documentation, communications and scheduling across both functions.
- Provide general administrative assistance to the Human Resources team and Enrolments Registrar.
- Assist with the preparation of reports, correspondence and documentation as required.
- Contribute to the smooth day-to-day operations of both HR and enrolment functions.

Policy, Compliance and Systems Support

- Adhere to College policies, procedures and regulatory requirements in all administrative processes.
- Maintain confidentiality and discretion in handling sensitive employee, candidate and student information.
- Support compliance processes, including verification and tracking of employee documentation and onboarding requirements.
- Assist in maintaining child safety compliance requirements relevant to recruitment and enrolment processes.
- Promote consistency in administrative practices and contribute to continuous improvement of systems and processes.



LOURDES HILL COLLEGE

A School of *Good Samaritan Education*

Other Duties

- Any other duties as required by the Human Resources Manager or Enrolments Registrar.

Other Information:

This role reports directly to the Human Resources Manager.

Key Relationships

- Enrolments Registrar
- Human Resources Team
- Hiring Managers / Department Leaders
- Prospective Families and Students
- Employment Candidates
- New Employees
- Administration and Support Staff

Qualifications and Experience

- Proficiency in Microsoft Office Suite and familiarity with school management systems (e.g., TASS)
- Strong organisational skills and attention to detail with the ability to manage competing priorities and deadlines
- Excellent interpersonal and communication skills with a commitment to confidentiality and professionalism

Term of appointment

This role is permanent part time, classified as a School Officer, Level 4 under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.