



# Shellharbour Anglican College

**Position:** Admissions Officer

**Reports to:** Director of Strategic Communications & Advancement

**Effective Date:** Term 3, 2022.

**Type of Employment:** Permanent part-time position, 0.6FTE. (Attendance at after-hours events will be required) Flexible working hours can be negotiated.

## About Shellharbour Anglican College

Welcome to Shellharbour Anglican College and thank you for considering an application to join our dynamic and growing school. Following strong growth, we are seeking a dynamic and innovative Admissions Officer to join the Advancement Team.

Our College is a leading Christian Prep to Year 12 coeducational school, set on a spacious green campus just to the south of Wollongong. Founded in a region steeped in cultural history, our school has grown steadily and sustainably since first opening its doors in 2004, to over 860 students; and is still experiencing rapid growth with an increasing number of families wanting to join us, either now or in the future.

## Role Overview

Displaying a high degree of initiative and having a vibrant can-do attitude, the Admissions Officer will work closely with the Director of Strategic Communications & Advancement to implement the College's enrolment strategies and will be responsible for managing the enrolment process, from point of application, and maintain compliant enrolment records for the life span of the enrolment. The candidate will also work at developing and maintaining communications and processes to ensure accurate and efficient enrolment practices.

You are a friendly personality and a Christian who is active in their local church. You are able to relate to all members of the College community while coordinating the many demands of the Admissions role. This is a rewarding position in a growing and fast-paced team requiring high level administration and communication skills. As part of this role the Admissions Officer will provide a warm and friendly welcome to families transitioning into the College and will continue to provide ongoing support to our families throughout their time at our College.

## Key Responsibilities

- Plan and promote enrolment and orientation related events
- Responsible for the accurate and timely data entry of enrolment information using the College's enrolment software, EnrolHQ
- Oversee Government (State and Federal) reporting and grant applications, including (but not limited to) student and staff Census, attendance data etc.
- Maintain compliant enrolment records (in relation to visas, medical conditions, court orders, parent contact details etc)

- Recommend and support improvements in enrolment and withdrawal processes
- Communicate enrolment and waiting list related matters with parents and key stakeholders
- Complete monthly enrolment reports for the Director of Strategic Communications and Advancement, Principal and College Council
- Provide reports and statistical information to assist with financial and operational forecasting related to enrolments, and data for use in College marketing and community engagement
- Liaise with the Head of Senior School and Head of Junior School in relation to student enrolment interviews and offers of places at the College
- Liaise with the Uniform Shop supervisor as required to ensure that stocks of student uniforms are adequate to meet new enrolment demands throughout the school year.
- Represent the school at external events where necessary
- Other tasks as required from time to time to ensure the smooth running of the College

**Ideally candidates will –**

- Have experience working in the education sector (desirable)
- Be confident in using ICT systems including EnrolHQ, Microsoft Office and the Colleges' administration system, Edumate
- Have the desire to identify and bring about significant improvement and streamlining of processes, systems and record keeping.
- Communicate articulately and effectively over the phone, in writing and in person
- Demonstrate outstanding customer service skills
- Work independently under broad direction and contribute as part of a team
- Have exceptional attention to detail and high work standards
- Deal with confidential information in a sensitive and professional manner
- Have the ability to effectively manage and lead projects related to enrolment
- Actively support the Christian identity and purpose of the College, and uphold the values and expectations as described in the Staff Code of Conduct. Comply with applicable child protection legislation and be responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. Be responsible for complying with the College's WHS policies, procedures and practices and contribute to a healthy and safe workplace culture.

Shellharbour Anglican College is committed to ensuring the safety of our staff, students and school communities. In line with College COVID-19 policy, all staff are required to be fully vaccinated against COVID-19 or have an approved medical contraindication in order to work with us. Compliance with this policy and providing evidence of vaccination is an essential requirement of employment.

*No role description can capture the complexity of working in a college – as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise. **At times this position may require a varied work pattern to support events and campaign.***

