

position description

PD039: admissions administrator

position details

Position Title	Admissions Administrator
Department	Marketing and Community Relations
Reports To	Admissions Manager – Day School
Industrial Instrument	Educational Services (Schools) General Staff Award 2020
Classification	Level 3: School Administration Services Grade 3
Leave Profile	Standard

school

Throughout each student's time at Ballarat Clarendon College our focus is to maximise their competence, skills and capacity so that, at the end of their time at the school, when they stand on the threshold of their future, they can choose their *heart's desire*.

The school is based in Ballarat, a regional city in the heart of Victoria, just over an hour's drive from Melbourne. Across three campuses students attend the school from 3-year-old Early Learning to Year 12. Ballarat Clarendon College is an equal opportunity employer.

position overview

The Admissions Administrator operates under the direction of the Admissions Manager – Day School and interacts with all areas and levels of staff within Clarendon and relevant external parties to ensure the smooth and effective delivery of enrolments and registrations. The Admissions Administrator will be required to establish and maintain sound working relationships with key internal stakeholders.

The position requires the Admissions Administrator to act with initiative, discretion, collaboration and confidentiality.

The Admissions Administrator is responsible for the effective implementation and application of the school's enrolment, departures and scholarship processes at the direction of the Admissions Manager – Day School.

The Admissions Administrator is responsible for responding to enquiries, booking tours and enrolment meetings, preparing letters of offer and confirmation of enrolments, ensuring the process is streamlined and that each application for enrolment form is addressed in accordance with the school's process.

The Admissions Administrator must enter and ensure the integrity, consistency and accuracy of all the data entered into the school's database, keep records up-to-date on a weekly, monthly and annual basis.

The Admissions Administrator is expected to be involved in scholarship testing, enrolment meetings and Open Days, supporting the Admissions Manager – Day School to ensure the smooth running of these events.

The Admissions Administrator must be fully informed of enrolment movements and maintain the utmost professionalism when communicating with the school's prospective and current families.

key duties and responsibilities

The duties and responsibilities of this role include:

Enrolments

- Assist the Admissions Manager – Day School and Admissions Manager – Boarding to grow and maintain school numbers according to set year level and boarding targets.
- Assist in the implementation of processes to ensure the effective recruitment, integration, enrolment and departure of students.
- Generate, track, follow-up, complete and manage admissions documentation from initial enquiry through to finalisation, including providing informed and accurate information about Clarendon, the preparation of place offers, etc.
- Accurately enter and maintain all student personal information into the school's data information system (Synergetic and Funnel).
- Arrange enrolment meetings for prospective students and families with Heads and Deputy Heads of School, and the Head of Progress Support and Heads of Boarding, when applicable.
- Maintain future and exiting student family data on the school's database system in conjunction with IT Support.
- Arrange tours of the campus for prospective students and families.
- Maintain the highest quality and accuracy of all correspondence pertaining to enrolments, such as letters, forms, filing and data entry for both incoming and departing students.
- Effectively promote Clarendon and clearly communicate with prospective students and their families.
- Provide support for in-house events to ensure alignment with the enrolment and admissions strategy – for example, Open Days, scholarship days, enrolment meeting days, etc.
- Provide support for and attend external events to ensure alignment with the enrolment and admissions strategy – for example, outreach events, field days, etc.

Departures and deferrals

- Process, follow-up, complete and manage documentation for any departing current students or deferring future students.

Scholarships

- Assist in the administration, planning, promotion and organisation of the scholarship program for maximum and quality candidates – for example, preparing interview timetables and audition times, etc.
- Generate, track, follow-up, complete and manage scholarships documentation from initial application through to finalisation, including providing informed and accurate information about Clarendon, the preparation of scholarship offers, etc.

International enrolments

- Assist with the coordination of the arrival and testing of international students together with the Heads of School and Head of Progress Support.
- Generate, track, follow-up, complete and manage international student documentation from initial enquiry through to finalisation, including providing informed and accurate information about Clarendon, the preparation of place offers, etc.
- Liaise with Finance Department for processing of Health Insurance for International Students through OHS provider.

key stakeholders

This position is required to effectively manage stakeholder relationships with:

Internal

- Heads of School
- Heads of Department
- Finance

External

- Parents
- Community

selection criteria

KS1 Child Safety

- Demonstrated knowledge, understanding and adherence to child safe requirements mandated by legislation.
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the school.

KS2 Qualifications and professional standing

- Experience in general administrative or client service role.

KS3 Knowledge and experience

- Proven ability to work collaboratively and with agility in both independent and busy work group environments.
- High-level organisational and administrative skills, with a capacity to demonstrate day-to-day flexibility in establishing and adjusting priorities.

- Excellent ICT and data handling/analysis skills, including speed, accuracy and competency with Microsoft Office software including Word, and Excel.

KS4 Personal attributes and organisational cultural fit

- Capacity to work in a high-performing team, including a willingness to seek and respond to feedback.
- Demonstrated capacity to maintain confidentiality and to demonstrate empathy and initiative.
- Possess a firm understanding of the school's operational, strategic, pastoral and curriculum focus across the year levels.
- Ability to work under pressure and manage difficult situations/issues in a calm and professional manner.

KS5 Communication

- Excellent verbal and written communication skills, able to produce work of the highest-level.
- Ability to communicate with students, parents, teachers, agents and visitors to the school.

general responsibilities

All staff have a requirement to:

- Foster and maintain effective working relationships to maximise successful outcome for the school.
- Comply with and complete all duties as required.
- Maintain and promote principles of occupational health and safety within the workplace, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others at all times.
- Maintain and promote the principles of Child Safe Standards and requirements of Ministerial Order 870.
- Perform duties in accordance with the school's Crisis Incident Management Plan.

Workplace Harassment and Bullying

Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply Clarendon procedures and participate in appropriate education and training to contribute to a safe workplace.

Quality Improvement

Each employee has a responsibility to commit fully to maintaining the Quality, Integrity and Service Standards of the school by:

- Ensuring that safety and quality initiatives are factored in to all activities.
- Ensuring that safety and quality is emphasised in all presentations/information sessions to staff and other stakeholders.
- Identifying areas of continuous improvement as appropriate.
- Actively participating in the review and continuous improvement of the quality and safety of children, including contribution to external accreditation processes.
- Ensuring that services provided meet external accreditation and auditing standards.
- Identifying and making recommendations on opportunity to improve processes, quality and safe service delivery outcomes on all services provided as appropriate.
- Adhering to community expectations, such as Clarendon being an equal opportunity employer.

Ongoing Employment Requirement

All employees are required to obtain the following documentation prior to commencement and maintain the following throughout the employment period:

- Valid Australian Work Rights
- Valid National Police Records Check
- Valid Working with Children Check Victorian employer category
- Current Victorian Drivers Licence
- Apply First Aid including CPR (HLTAID003)
- Anaphylaxis Management Training (22300VIC or 10710NAT)

child safe standards

Clarendon is a Child Safe School. We have a zero-tolerance stance towards all behaviours that may jeopardise this. We are committed to the protection of all children from all forms of abuse.

Clarendon is fully committed to the protection of children and young people during all school activities and environments both within and outside of school hours.

It is a requirement that all staff:

- Be aware of, understand and comply with the principles of the Child Safe Standards at all times.
- Ensure adherence to the school's Code of Conduct, Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these.
- Undertake regular education activities in Child Safety.
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position, nor is it intended to be all inclusive. Therefore, the position may be required or requested to perform other work or duties in addition to or not specifically listed here. The school reserves the right to modify this position description from time-to-time in order to meet the operational requirements of the school.

acknowledgement

I acknowledge I have read, understood and agree to undertake the responsibilities and requirements detailed in this position description.

Given the dynamic environment in which Ballarat Clarendon College operates, the Principal may alter the roles and responsibilities of the position at their discretion in order to most effectively serve the needs of the school.

Signed by the Employee: _____
(Signature) (Name) (Date)

As endorsed by

Signed by the Manager: _____
(Signature) (Name) (Date)