



Position Description

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| Position: | Head of Admissions |
| Position Status: | Full-time, ongoing position |
| Classification: | Level 10 (commensurate with experience), in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024 |
| Annual Leave: | 5 weeks annual leave to be taken during term break (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days) |
| Reports to: | Director of Advancement. This role also reports to the Principal for enrolments. All positions in the College ultimately report to the Principal |

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

PLC provides a leading, diverse, challenging and contemporary learning community for students and staff alike. Our long-standing history of outstanding academic results are achieved through the pursuit of a broad and balanced program of curricular and co-curricular activities. Students are enthusiastically involved in activities beyond their academic program – sport, music, dance, theatre, craft, community service and outdoor pursuits.

The approach to learning is further enhanced by spacious and contemporary learning spaces that foster collaborative engagement, as well as niche zones which cater for individual reflection and pursuits.

PLC enrolments are strong at just over 160 students in our Early Learning Centre, more than 500 students from Prep to Year 6 and over 1,000 students from Years 7 to 12. The College retains a healthy waitlist across most year levels for 2025 and beyond. Furthermore, we currently have approximately 90 students living in our onsite Boarding House across Years 7 to 12.

Position Overview

Reporting to the Director of Advancement, with a dotted reporting line to the Principal for the purposes of Admissions-related reporting and analytics.

The Head of Admissions is a key position within the College and is crucial to the promotion and securing of full day and boarding enrolments.

As a dynamic strategic thinker and planner who can respond to the needs of prospective families, the Head of Admissions is responsible for proactively leading and managing the admissions function, developing and executing strategies for the Admissions team, in collaboration with other key stakeholders within the College.

This role has overall responsibility for all aspects of the admissions process and enrolments to the College, with the goal of securing full enrolments at the College.

There are two full-time direct reports to assist, being the Senior Admissions Officer and Admissions Administrator.

Key Responsibilities:

Examples of duties include but are not limited to:

Admissions

- oversee the College's student recruitment enrolment strategy including the Early Learning Centre, Junior School, Senior School and the Boarding House (Koorinya)
- be fully informed of the value proposition of PLC as a school of choice for girls
- promote the College to the broader community, assisting parents to determine if our College is their school of choice
- oversee student recruitment and ensure PLC's marketing / communication programs relating to enrolments are timely, effective and monitored
- ensure the admissions systems and process are managed in accordance with the College's goals, policies and regulatory obligations
- build sustainable enrolments at all levels of entry to meet enrolment targets
- monitor education trends, competitive landscape, and demographic shifts that may impact enrolment; and report to the Principal, Director of Advancement, College Executive and College Council on admission and related matters



- proactively lead the College admissions process, anticipate opportunities and improve systems and processes to ensure full enrolments, high level communication with families and a consistent approach to admissions
- work with the Advancement Team to ensure enrolment publications are engaging and inform prospective families of the PLC value proposition
- promptly attend to enquiries from prospective families assisting with their queries and promoting the benefits of a PLC education for their daughter
- meet with prospective families to discuss the enrolment process, the curriculum and co-curriculum, services, resources, and a general overview of education and life at the College
- arrange and conduct individual school tours with families
- coordinate intake interviews for prospective students and report on individual students with relevant staff to support a positive start
- maintain the Synergetic database, monitor, acknowledge and track applications, and manage waiting lists
- thorough and consistent policy implementation evident in the systems and processes that are maintained
- provide accurate, informative and regular enrolment reports and statistics to key staff
- work with the Business Office to ensure all financial transactions in the enrolment process are prompt, accurate and discuss any fee related or billing issues
- plan and manage the scholarship process
- regularly review prospective student information and manage regular communication and information flow to families from enquiry to commencement at PLC
- communicate across the College regarding EAL needs, learning enhancement requirements, subject choice and other key information to ensure a smooth entry for new students
- oversee the process regarding leaving students
- oversee and present to large audiences at School Tours and orientation events

International and Overseas Students

- manage International and Overseas student enrolment and related matters
- remain fully up to date with Government legislation relating to international students and ensure compliance by the College as a registered CRICOS provider
- monitor international student attendance to ensure compliance with student visas, and report any breaches via PRISMS
- provide Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) documentation to enrolled students for visa application purposes
- comply with CRICOS reporting requirements
- be actively involved in communicating regularly with PLC's network of education agents globally, providing updates and training as per the ESOS Act
- monitor agent activity, and ensure the College is working with strategic partners, creating new agency agreements as necessary, maintaining agent details via PRISMS and on the College website and ensuring written agreements are accurate and up to date
- interview and arrange testing for overseas students to promote the College and to learn more about students' needs and interests
- work closely with the EAL Coordinator to ensure students coming from overseas meet the minimum English language requirements, and undertake any recommended ELICOS prior to commencing
- nurture overseas and boarding families prior to their arrival to ensure they feel part of the community



Leadership

- lead, manage, and develop the Senior Admissions Officer and Admissions Administrator, setting clear goals, managing work allocation, and supporting professional development
- provide hands-on support, encouragement and advice to the Senior Admissions Officer and Admissions Administrator, promoting a culture of professionalism and continuous improvement
- continuously update professional knowledge, keep abreast of industry trends, and provide leadership in school admissions developments

Other Duties:

- as directed by the Director of Advancement and / or Principal
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committees

Direct Reports:

- Senior Admissions Officer
- Admissions Administrator

Key Relationships:

- Senior School Admissions Team
- Head of Junior School Admissions
- Head of Early Learning Centre
- Senior School Deputy Principals
- Director of Advancement
- Advancement Department
- Business Manager
- Business Office Staff
- Teachers and Staff College-wide

Qualifications / Registrations / Certifications:

- a relevant tertiary qualification in Marketing, Communications, Business, or related field
- current Working with Children Check (Employee) essential
- maintain current certification and training as required

Knowledge, Skills and Experience:

- previous experience working in an equivalent role with responsibilities for international students and an understanding of the requirements for a registered CRICOS provider
- knowledge of PRISMS and ESOS standards
- experience in an education environment would be well regarded
- Chinese Mandarin speaking skills would be well regarded
- excellent interpersonal skills and the ability to work with a diverse range of people from students and their families, staff and the wider community
- a confident leader, with effective relationship building skills
- a dynamic thinker who has a proven track record of effectively identifying and problem-solving operational issues, as well as long term planning



- outstanding interpersonal and customer service skills
- proven ability to implement new and innovative practices into the workplace, including the ability to persuade and influence others
- strong analytical, reporting and IT skills, and a knowledge of a range of software packages such as Synergetic, Funnel and Google Forms would be an advantage

Key Attributes:

- possess a warm, welcoming and positive manner, able to empathise with members, and potential future members, of the College community
- proven work ethic, willingness and flexibility to support and lead the Admissions team
- meticulous attention to detail and desire for accuracy
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- diplomatic and tactful communication style, maintaining confidentiality at all times
- calm under pressure and ability to cope with frequent interruptions
- able to manage a range of tasks and priorities concurrently, often with demanding deadlines
- demonstrate high levels of confidentiality, discretion, trust, credibility and honesty
- ability to work independently and collaboratively as required
- commitment to ongoing professional learning and growth in skills
- commitment to actively support the College's mission, values and goals in all dealings with members of the school family and wider community, including the Christian faith

Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

March 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.