



Position Description

Position:	Admissions Officer
Appointed by:	The Principal
Responsible to:	The Principal/The Head of Admissions
Location:	Senior School (Garnsey Campus)

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the School Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The Admissions Officer will ensure that all professional contact with the public is positive and welcoming; and will assist with working towards ensuring that all enrolments at each year level are maintained at their optimum level.



Objectives:

To assist the Head of Admissions with:

- a. Enrolment of new students into the School.
- b. To present a positive welcome to all members of the community.
- c. To assist in developing and maintaining public interest in the School.
- d. To maintain accurate enrolment records.
- e. Maintenance of the School student and community database.

Duties:

- a. **Marketing**
 - Assist at Open Days and promotional events, such as group tours, field days, Scholarship Examination Day, information evenings and School tours. This may include assistance at events outside of School hours.
 - Attend relevant meetings.
- b. **Enrolment Procedures and Records**
 - Receive and respond to any enquiries as necessary.
 - Conduct familiarisation tours of the relevant campus with prospective students and their parents.
 - Ensure that all enrolments are accurately recorded in databases.
 - Ensure that all enrolment records and correspondence are correctly filed.
 - Ensure that receipts are issued for all monies received for prospective students.
 - Assist with preparing and maintain enrolment profiles (students who leave; where they go; why they go; when they go).
 - Assist with arranging for an enrolment map to be compiled each year by the beginning of the next school year.
- c. **Offer of Places Under instruction from the Head of Admissions**
 - Assist in the preparation of letters of offer in accordance with the enrolment procedure.
 - Receipt and record acceptance of places.
- d. **Distance Students**
 - Ensure that all enquiries about boarding are responded to and that details are passed on to the Head of Boarding.
- e. **Confirmed Students**
 - Assist in arranging interviews for new students with the Principal or Head of Junior School as necessary.
 - Ensure all data is entered on computer database.
 - Advise the Accounts Department of all new students for billing.
 - Initiate all letters and correspondence for new confirmed students.
 - Assist Head of Admissions at the new students orientation day.
 - Assist Head of Admissions at Placement Testing sessions.



- f. Scholarships**
 - Forward scholarship information to all prospective students and applicants.
 - Ensure that all applications are receipted and acknowledged.
 - Compile lists of all applicants.
 - Arrange interviews as directed by the Head of Admissions.
 - Respond to unsuccessful scholarship candidates.
 - Assist the Head of Admissions at the Scholarship Examination Day.
- g. Professional Development**
 - Attend appropriate professional development activities.
 - Maintain a sound knowledge of appropriate strategies and methods for the duties of an Assistant to the Head of Admissions.
- h. School Database**
 - Assist with preparing information for entry on the student and community database.
 - Assist with preparing and publishing information from the database as required.
 - Assist with preparing and publishing lists for academic groups, mentor groups, Houses, etc.
 - Assist with data input and ongoing data management of Old Scholars and the community database
- i. General Duties**
 - Assistance with relief Reception and other administrative duties as requested.
 - Obtain a First Aid Certificate and assist in the School Support Office if needed.

Statement of Commitment to Child Safety

Creating and maintaining a student-safe culture requires input from the entire School community. Our aim is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a Growth Mindset through classroom experiences and in our approach to academic care, practices, policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

If applying for a position, please note that Gippsland Grammar is a child-safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).

As such, preferred applicants will be subject to child protection screening, background and reference checks, and verification of identity checks and must adhere to the School's child-safe practices, as outlined in the Child Protection Program policies on the School's website.

Key Selection Criteria:



Qualifications

- (a) Current and valid employee-level Working with Children Check (**WWCC**).
- (b) Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- (c) Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).

Essential Criteria

- (d) Strong attention to detail.
- (e) Excellent personal presentation skills.
- (f) Working knowledge of word processing, database and spreadsheet operations.
- (g) Willingness to accommodate and facilitate enquiries.
- (h) Exhibit personal behaviour reflective of the Anglican ethos of the School and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

- (a) A sound knowledge of school operations and programs.
- (b) Effective communication, both oral and written.
- (c) Ability to present an excellent image of the School and its achievements or acknowledge the commitment of the School to being Gippsland's leading independent School, to strive, in association with others, to continually work towards maintaining this standard.
- (d) To maintain high standards and ensure efficient systems are in place, striving for continual improvement.
- (e) To provide excellent customer service.
- (f) Ability to work well under pressure.
- (g) Ability to evaluate situations, use initiative and follow a logical course of action.
- (h) Work positively in a team environment
- (i) Computer literacy and an ability to use software packages as required by the position.
- (j) Be willing to learn new skills.



Professional Responsibilities

- Work collaboratively as a member of the relevant team to ensure best possible outcomes for students/staff/school.
- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- Willingness to participate in and also encourage students to fully participate in the life of our School.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.
- b. Actively promote the safety, welfare and wellbeing of students.
- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.



- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.