



Position Description

Position:	Admissions Administrator
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 6.1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Head of Admissions. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) 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.

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 2026 and beyond. Furthermore, PLC currently has approximately 90 students living in our onsite Boarding House (Koorinya) across Years 7 to 12.

Position Overview

The Admissions Administrator provides high-quality administrative and customer service support to the Admissions Office, ensuring an efficient, professional, and welcoming experience for prospective families.

Working closely with the Head of Admissions and Admissions Team, this role supports the end-to-end admissions process - from initial enquiry through to student enrolment - in line with PLC's values, policies, and strategic priorities.

Some out-of-hours work is required in this role to support College events, including Saturday school tours and scholarship testing (approximately four Saturdays per year).

Key Responsibilities:

Examples of duties include but are not limited to:

Administration & Process Support

- manage and respond to admissions enquiries via phone, email, and in person in a professional and timely manner
- process applications, including data entry, document management, and maintenance of accurate student records in the admissions database
- support the coordination of interviews, assessments, and tours for prospective students and their families
- prepare correspondence, reports, and documentation related to enrolments and offers
- ensure compliance with relevant College policies, procedures, and deadlines

Customer Service

- act as a welcoming and knowledgeable first point of contact for families considering PLC
- provide accurate information regarding the College's programs, enrolment procedures, scholarships, and key dates
- foster positive relationships with prospective parents, students, and other stakeholders, reflecting PLC's commitment to excellence and care



Events & Marketing Support

- assist with the organisation and delivery of admissions-related events, including school tours (Open Days), information sessions, and orientation activities
- assist with all elements of school tours including arranging and conducting tours
- prepare for whole school tours, organising student tour guides, and recording service points for tour guides

Scholarships

- prepare lists, labels, and administration relating to scholarship applications
- assist on Scholarship Testing Day
- prepare offers and collate lists of awarded and accepted scholarships

Team Contribution

- work collaboratively with the Admissions Team to achieve enrolment goals
- contribute to continuous improvement initiatives, identifying opportunities to enhance the admissions process and prospective family experience
- provide general administrative support across the Admissions Office as required

Other Duties

- as directed by the Head of Admissions
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Head of Admissions
- Admissions Team
- Marketing and Communications Team
- Teaching and General Staff

Mandatory Qualifications / Registrations / Certifications:

- relevant training or qualification in administration, or similar
- current Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required



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Knowledge, Skills and Experience:

- experience in administration or customer service (school admissions an advantage)
- demonstrated experience in MS Office suite and use of a CRM (Synergetic advantageous)
- confidence in using applications to improve and streamline processes (e.g. Calendly, Schoolbox, Zoom)

Key Attributes:

- a warm, positive, and considerate manner
- excellent interpersonal skills and the ability to communicate effectively with a broad cross-section of the community including parents/guardians, staff, and external agencies
- ability to display sensitivity, discretion and confidentiality when communicating with stakeholders
- excellent organisational skills and ability to prioritise tasks effectively
- ability to work under pressure and meet tight deadlines
- a proactive, continuous improvement approach
- personal integrity and a strong work ethic
- self-motivated and self-directed, yet able to work collaboratively in a team
- high attention to detail and accuracy
- commitment to the continual upgrade of personal skills and qualifications
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

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

Mrs Cheryl Penberthy
Principal

August 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