



St Catherine's School

POSITION DESCRIPTION

ADMISSIONS OFFICER

Department	Admissions	Reports to	Admissions Manager
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The Admissions Officer is responsible for driving daily operational efficiency and process excellence within the Admissions Office, providing pivotal, direct support to the Admissions Manager. Focused on maintaining streamlined administrative workflows and procedural accuracy, the role ensures a seamless, responsive experience for prospective families and the broader St Catherine's community. Embracing the School's values and a culture of continuous improvement, the Admissions Officer proactively evaluates existing workflows and identifies opportunities to refine procedures for greater efficiency, optimising core enrolment processes to deliver exceptional service at every stage.

SPECIFIC RESPONSIBILITIES

Admissions Administration

- Administer end-to-end application and enrolment processes, including processing documentation, data entry, mailouts, and application fee collection.
- Maintain accurate and compliant student and family records within the School database Synergetic, and Funnel ensuring all application data is entered promptly according to strict data governance standards.
- Assist the Admissions Manager in planning and coordinating a portfolio of admissions-related events, including Open Days, prospective parent visits, entrance testing, scholarship examinations, regional/overseas travel logistics, and interview scheduling.
- Support the Admissions Manager with the implementation and adoption of new systems, proactively identifying opportunities to refine procedures for greater operational efficiency.
- Accurately prepare and maintain prospective parent correspondence and ensure a comprehensive record of all parent communications is logged within individual student files.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any Child Safety concerns with the School's Child Safety Champions.

KEY SELECTION CRITERIA

- High-level administrative skills and attention to detail and accuracy.
- Experience in a similar administrative role.
- Experience working in a school environment is highly desirable.
- Strong ICT skills including high level skills in Microsoft Office Suite, MS Query and CRM system, such as Synergetic and Funnel
- Excellent presentation and strong communication skills; written and verbal.
- Ability to think and work autonomously and in a team context.
- Ability to multitask in a busy environment whilst providing a high level of customer service to key stakeholders.
- Willingness to uphold the school values at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent

