Admissions Manager

POSITION DESCRIPTION

POSITION:	Admissions Manager
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Director of Strategy and Operations
REPORTING LINE:	Admissions Assistant
EMPLOYMENT TYPE	1.0 FTE
SALARY:	Grade 4

PURPOSE OF POSITION

The Admissions Manager is responsible for leading the School's admissions and enrolment function, ensuring prospective families receive a professional, responsive and engaging experience from initial enquiry through to enrolment and commencement.

As the custodian of the enrolment process, the Admissions Manager manages all stages of the admissions lifecycle, including enquiries, applications, interviews, offers, enrolment conversion, student onboarding and withdrawals. The role is responsible for maintaining accurate enrolment data, supporting compliance and reporting requirements, and providing enrolment analysis, forecasting and recommendations to assist strategic decision-making.

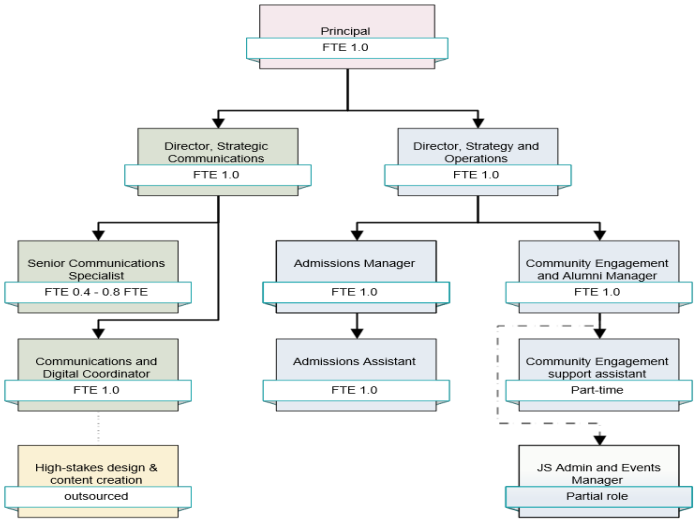
The Admissions Manager plays a critical role in achieving the school's enrolment objectives by building strong relationships with prospective families, promoting the School's educational programs and values, and ensuring admissions processes are efficient, compliant and customer-focused.
Working collaboratively with the Community Engagement, Communications and Marketing, Finance and School Leadership teams, the Registrar contributes to enrolment growth, student retention and the School's reputation within the broader community.

The Admissions Manager provides leadership and direction to admissions support staff and is responsible for the effective operation of the Admissions Office.

A connected team

The Strategic Communications team and Strategy & Operations team will work as one connected team. They will meet regularly to coordinate projects, priorities and workloads, and to identify emerging issues early. Where capacity allows, team members will support each other on projects and peak workloads. This approach reduces duplication, improves efficiency and reinforces shared responsibility for the School’s priorities.

Due to the operational and service-focused nature of the role, this position is required to be performed onsite.



ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school catering for around 1,200 students from Preparatory to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

KEY RESPONSIBILITIES

Admissions and Enrolment Management

1. Lead and manage all aspects of the admissions and enrolment process across the Junior and Senior Schools.
2. Oversee the enrolment journey from enquiry through to enrolment, commencement and student withdrawal.
3. Ensure admissions processes are efficient, professional, family-centred and aligned with School policies and procedures.
4. Manage waitlists, offers, enrolment agreements and student commencement processes.
5. Develop and maintain positive relationships with prospective families to maximise enrolment conversion opportunities.
6. Ensure all enrolment documentation is accurate, complete and maintained in accordance with legislative and school requirements.

Enrolment Growth and Customer Experience

1. Support the achievement of enrolment targets through effective management of admissions activities and prospective family engagement.
2. Deliver outstanding customer service and ensure all prospective families experience a welcoming, professional and informative admissions process.
3. Coordinate and participate in enrolment interviews, school tours, open days, information sessions and other enrolment-related events.
4. Work collaboratively with Communications and Mareketing team to support enrolment campaigns and promotional activities.
5. Identify opportunities to improve enquiry conversion, retention and stakeholder engagement.

Data Management, Reporting and Analysis

1. Maintain the integrity and accuracy of enrolment databases and student records, including Funnel, Synergetic and related systems.
2. Monitor enrolment trends, future demand, waiting lists and student movement patterns.
3. Prepare enrolment forecasts, statistical reports and analysis to support decision-making by the Principal, School Board and Senior Leadership Team.
4. Prepare accurate, clear and timely Board reports on enrolment performance, trends and emerging issues.
5. Provide insights and recommendations to support strategic enrolment planning and decision-making.
6. Identify opportunities to improve admissions processes through data analysis and continuous improvement initiatives.

Compliance and Governance

1. Ensure enrolment practices comply with School policies, privacy obligations, regulatory requirements and reporting obligations.
2. Coordinate enrolment-related compliance activities, census reporting and data submissions as required.
3. Maintain accurate student records and support audit and accreditation requirements.
4. Work collaboratively with relevant staff to ensure enrolment and student information is managed appropriately.

Leadership and Operational Management

1. Provide leadership, supervision and support to admissions staff.
2. Develop and maintain effective admissions procedures, workflows and operational documentation.
3. Monitor service levels and admissions performance to ensure operational effectiveness.
4. Manage the admissions budget, including budget planning, expenditure monitoring and financial oversight.
5. Foster a culture of professionalism, responsiveness and continuous improvement.

Collaboration and Community Engagement

1. Build strong working relationships with School leaders, teaching staff and professional services teams.
2. Support community engagement initiatives, enrolment events and stakeholder activities as required.
3. Contribute to projects and initiatives that strengthen the school's reputation, enrolment growth and community connections.
4. Represent the School professionally when engaging with prospective families, community members and external stakeholders.
5. Undertake other duties consistent with the classification, skills and responsibilities of the position, as directed by the Director of Strategy and Operations.

Communication and collaboration:

- Develop and maintain respectful and professional working relationships and open and regular communication with parents, colleagues and students as required in the role.
- Actively collaborate with the colleagues to develop and share resources and strategies.
- Attend and participate school meetings, when required.

School Community Engagement:

- Contribute to the broader school life beyond the classroom through participation in school events, committees, and activities.
- Serve as a positive role model for students, demonstrating professionalism and ethical behaviour.

Professional development

Actively participate in and contribute to professional development activities and the Professional Development process.

Other duties

In addition to regular duties and responsibilities, Professional services staff may be required to undertake and participate in the following

1. Actively supervise students in rostered duties (yard duty, assemblies and other activities).
2. Participate in staff meetings, departmental meetings and other meetings, as scheduled.
3. Actively support the philosophy, directions, goals, policies and values of the School.

Duties scheduled outside of regular duties and responsibilities

- Attend as required Speech Night, information nights, open days and other designated significant School activities.
- Professional Services staff may be required to undertake other relevant and reasonable duties, as directed by their Head of Department or Principal.

KEY SELECTION CRITERIA

1. **Interpersonal and Communication Skills:** Demonstrated ability to develop rapport, show respect, and communicate effectively with a diverse range of people, including students, families, colleagues, and external stakeholders.

2. **Organisational and Analytical Skills:** Well-developed organisational skills, with proven ability to coordinate multiple processes, manage competing priorities, and undertake tasks concurrently in a busy school environment along with strong analytical and problem-solving skills to evaluate challenges and identify opportunities for growth.

3. **Strong communication and relationship-management skills,** with the ability to engage confidently with prospective families and stakeholders.

4. **ICT and Database Management:** High-level ICT skills, including proficiency in Microsoft Office and the ability to manage databases for accurate and timely data entry and reporting (knowledge of school-specific systems such as Synergetic is an advantage). Including Experience with enrolment or student management systems, preferably Funnel.

5. **Adaptability and Change Management:** Ability to adapt to and implement changes in processes and procedures as required, demonstrating flexibility in response to evolving school needs.

6. **Commitment to Student Wellbeing and Child Safety:** Demonstrated understanding of, and commitment to, student wellbeing and child safety, including appropriate behaviours when engaging with children from diverse backgrounds.

7. **Commitment to Professional Development:** Proven commitment to ongoing professional development and willingness to participate in training to maintain contemporary knowledge and skills relevant to the role.

8. **Personal Integrity and Embracing Diversity:** Demonstrates personal integrity, fairness, and an open-minded approach, embracing diversity and contributing positively to the school's culture

QUALIFICATIONS AND EXPERIENCE

1. Relevant post secondary qualifications and/or relevant experience in admissions, enrolments or a comparable role.
2. Previous experience within a school environment is highly desirable, but not essential.

PERSONAL COMPETENCIES AND ATTRIBUTES

Professional Services and non-teaching staff at Girton Grammar School empower, motivate, and support students, colleagues, and the wider school community to achieve or exceed performance expectations, playing a vital and influential role in shaping the positive experiences and development of all students and staff through their professional contributions and support.

All staff are encouraged to investigate new ideas and adopt innovation and improvements relevant to their roles. Analytical and problem-solving skills are essential for evaluating challenges and identifying opportunities for both personal and organisational growth. Collaboration, relationship-building, and trust are central to our school's philosophy and approach. We value staff who are open-minded, demonstrate personal integrity and fairness, and embrace diversity

PROFESSIONAL DEVELOPMENT AND KNOWLEDGE EXPECTATIONS

All professional services and non-teaching staff at Girton Grammar School are required to maintain a range of contemporary knowledge. Girton Grammar School provides regular and scheduled training and information for all relevant staff in the following.

- First aid qualifications including Anaphylaxis Management and Emergency Asthma Management.

- A sound understanding of and commitment to the Child Safe Policy and Standards, and other mandatory reporting requirements as they apply to Victorian Schools.
- A sound knowledge of current OH&S legislation and guidelines as they apply to education, and a commitment to ensuring a safe working environment.
- All employees of Girton Grammar School are required to review, acknowledge and adhere to the Employee Code of Conduct.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

STUDENT WELLBEING

Girton Grammar School's Supporting Student Wellbeing document outlines the role staff are expected to play in the care and nurturing of each student.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

STAFF WELLBEING

Employee wellbeing is central to the values, practices and life of Girton Grammar School. We care about our people and school community and understand wellbeing is essential to the educational outcomes of our students and culture of our School. We recognise and are fully committed to providing a safe and compassionate workplace and appropriate wellbeing support services and resources for all employees.

All employees have access to an independent and confidential free Employee Assistance Programme and we provide a range of resources, policies, consultation and a staff representative committee that focus upon initiatives and practices that actively support employee wellbeing.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check. A six-month probation employment period applies to all new employees at Girton Grammar School. Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, 2022 (or its' successor). The School is committed to the principles of Equal Opportunity Employment, merit based selection, equity, diversity and procedural fairness in our recruitment.

Girton Grammar School reserves the right to modify position descriptions, as required. Relevant staff will be consulted, where this is required.

STAFF BENEFITS

Girton Grammar provides additional employment and professional benefits such as,

- Staff discount on school fees for ongoing permanent staff
- 39 weeks of term time for a school year (2026)
- Access to Professional Learning and Leadership Mentoring programs
- Discretionary personal leave for emergent issues
- Opportunity to take on additional responsibilities for experience
- Active Staff Association
- Free and voluntary vaccinations
- Access to EAP counselling services.

REFERENCE DOCUMENTS

Supporting Student Wellbeing
Strategic Plan 2023 - 2028
Mission and Values document
Child Safety Policy
Child Safety Responding and Reporting Obligations
Child Safety Code of Conduct

APPROVAL

Reviewed	October 2026

SIGNATURE PANEL

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name
Signature
Date

Principal Dr. Emma O'Rielly
Signature
Date

This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.