



# POSITION DESCRIPTION

## Assistant to the Admissions Office

### POSITION OBJECTIVES

The Assistant to the Admissions Office is responsible for assisting the Dean of Admissions, Director of Development and College Principal in the admissions process of new students. The incumbent is required to provide exceptional customer service, quality advice and support when responding to enquiries from prospective families. The Assistant to the Admissions Office will contribute to the successful streamlining of admissions processes and development of new systems and procedures to reduce turnaround times and manage the increasing workload expected as an outcome of a multi entry point College. The Assistant to the Admissions Office will develop and maintain effective working relationships across the college as well as with academic and professional staff as required.

### KEY RESPONSIBILITIES

<b>St Kevin's College</b>	<ul style="list-style-type: none"> <li>• Embrace and enhance the position of the College as a leading provider of education</li> <li>• Exercise discretion and confidentiality in regards to information</li> <li>• Establish and maintain a supportive school environment</li> <li>• Develop a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time</li> </ul>
<b>Key Responsibilities: Management of Admissions Database</b>	<ul style="list-style-type: none"> <li>• Management of two database systems (Enrol HQ and Synergetic) ensuring consistency between the two</li> <li>• Maintain the ongoing register of current enrolments in conjunction with the status of enrolment enquiries and student withdrawals</li> <li>• Regular data entry of all applications</li> <li>• Ongoing management and maintenance of database</li> <li>• Creating reports for management and leadership team</li> <li>• Process online enrolments including updating Finance records with data of processed enrolments</li> <li>• Cross check enrolment questionnaire data with Synergetic so data is consistent and up-to-date</li> <li>• Provide select targeted database groups to College Comms Office for regular communications</li> <li>• Maintain effective collaborative working relationships with key stakeholders and to support best practice, continuous improvement and innovation</li> <li>• Liaise with other College functions sharing similar database platforms</li> <li>• Monitor Admissions information on College website</li> <li>• Contribute to the development and operation of the Admissions Office yearly schedule</li> <li>• Upload individual student enrolment files to the College database</li> <li>• Ensure any individual students' specific support documentation (e.g. Court Orders, Allied Health reports) are uploaded to the College database and shared with the appropriate department e.g. Learning Diversity</li> </ul>
<b>Key Responsibilities: Administrative and Organisational assistance</b>	<ul style="list-style-type: none"> <li>• Provide support to the Dean of Admissions in order to achieve the Admissions Office yearly schedule</li> <li>• Oversee the Dean of Admissions work diary</li> <li>• Providing first point of contact for enrolment enquiries</li> <li>• Provide accurate and timely information and advice in response to queries relating to admissions procedures, application progress and enrolment enquiries</li> <li>• Manage telephone and email enquiries</li> </ul>

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## KEY RESPONSIBILITIES

	<ul style="list-style-type: none"><li>• Prepare all correspondence relating to enrolments including but not limited to invitation to interview, offers of enrolment, enrolment contracts and student withdrawal acknowledgement</li><li>• Provide administrative support for the enrolment interview process</li><li>• Prepare hardcopies of enrolment documentation for College enrolment interview panel members</li><li>• Prepare required information for Open Days/Open Mornings as required</li><li>• Prepare private school tours as required</li><li>• Assist with administrative processes and communications in relation to College scholarships</li><li>• Coordinate and communicate orientation and transition processes to the relevant stakeholders</li><li>• Liaise with Finance Office and Development Office as required</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Abide by the St Kevin's College Code of Conduct</li><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li><li>• Attend school meetings, conferences and after school services/assemblies, sporting events, Mass, community and Staff Reflection days as required by the Principal</li><li>• While some duties outlined will be shared with other members of the Administration team, other duties will remain specific to this role</li><li>• The College reserves the right to alter this Position Description as required to reflect emerging priorities</li></ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"><li>• Work closely with colleagues to ensure efficiency of process and excellent experience for potential families</li><li>• Foster quality relationships with students, staff and parents</li><li>• Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives</li><li>• Provide prompt, accurate and professional responses to students, staff and parents</li><li>• Work closely with colleagues to ensure efficiency of process and excellent experience for potential families</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Be familiar with and comply with the College's Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety</li><li>• Assist in the provision of a child-safe environment for students</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Commit to ongoing learning in your area of work</li><li>• Be open to researching areas of interest relevant to directions provided in the College's strategic plan</li><li>• Continue development of ICT skills as technologies evolve</li></ul>

## SELECTION CRITERIA

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the mission and vision of the College</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience in a front desk reception, answering telephones, responding to enquiries and administrative tasks</li> <li>• Proficient skills using technology, specifically Microsoft Office (Excel, Word) and Google Suite</li> </ul> <p><b>Desirable other:</b></p> <ul style="list-style-type: none"> <li>• Use of Synergetic and Enrol HQ</li> <li>• Experience working in schools</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Strong attention to detail</li> <li>• Demonstrated high level of administration skills</li> <li>• Excellent interpersonal and communication skills (both written and verbal)</li> <li>• Demonstrated experience in and commitment to excellent client service</li> <li>• Ability to work as an effective team member, including the capacity to develop and maintain productive working relationships</li> <li>• Previous experience interpreting and providing advice in accordance with workplace policies and procedures</li> <li>• Be organised and proactive</li> <li>• Ability to multi-task while ensuring high standard of outcome</li> <li>• Able to manage workload from multiple managers</li> <li>• Maintain a professional and corporate personal presentation</li> </ul>

**Position Description Approved (date):** March 2024

**Position Reports to:** Dean of Admissions and Director of Development