



## Position Description

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<b>Position:</b>	Head of Admissions
<b>Appointed by:</b>	The Principal
<b>Responsible to:</b>	The Business Manager
<b>Location:</b>	Senior School (Garnsey Campus)

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### 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 Executive 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 Head of Admissions is responsible for the oversight of planning, management and implementation of all enrolment and admissions activities. This role will coordinate the Admissions team and will collaborate with key roles across the three campuses and our Early Learning Centres. The Head of Admissions will also oversee Reception staff at Garnsey.

The Head of Admissions will be central to the management of recruitment strategies for both local, regional and overseas markets and building relationships with current and prospective families to maintain optimal enrolments.

This will be facilitated by the collection, analysis and utilisation of data to inform actions. This role will be active in the community engagement strategy of the School.

### Requirements, Duties and Responsibilities:

#### 1 Optimising enrolments

Liaise and communicate with prospective parents at with a positive welcome to maximize number of enrolment applications. Identify and respond to enrolment trends, including:

- (a) Presenting a positive welcome to all members of the community
- (b) Developing and implementing strategies to maintain public interest in the School
- (c) Plan and organise marketing projects for the School (Niche Marketing and Open Days) in conjunction with the Marketing and Development Manager.
- (d) Liaising with the Marketing and Development Manager and Communications Co-ordinator and planning for all media advertising.
- (e) Play an active role in the organisation of special exhibits at Field Days with the Admissions team
- (f) Liaise with the Principal, Deputy Principal and Heads of Junior Campuses for Open Days and School Tours.

#### 2 Facilitation of the enrolment process

Collaborate with the Admission team members from Bairnsdale, St Anne's, Garnsey and the Early Learning Centres and coordinate enrolment processes for all students, including exchange, visiting and overseas students, and ensure all related regulations and compliance measures are observed.

- (a) Administer the School's enrolment policy and procedures.
- (b) Enable the Admissions at St Anne's, Bairnsdale and ELC's through supporting the staff who manage admissions.
- (c) Garnsey enrolments:
  - Receive and respond to any enrolment enquiries, capturing relevant data for trend analysis
  - Coordinate enrolment interviews, familiarisation tours of the relevant campus and relevant testing as required
  - Prepare letter of offer in accordance with the enrolment procedure, receipting and recording acceptance of places.
  - Allocate students to Houses.
  - Initiate all letters and correspondence for new confirmed students.
  - Liaise with the Heads of Year regarding allocation of students to Mentor and Academic groups.
  - Liaise with the Transition Committee/Head of Year 7/Head of Garnsey to arrange the new

student orientation day.

- Prepare and publish lists for Garnsey academic groups, mentor groups, Houses, etc.

(d) For All Enrolments:

- Maintenance of the School's database and files relating to enrolments, ensuring accurate records and correspondence are maintained.
- Liaise with the Principal and Heads of Junior School regarding enrolments and numbers at year levels.
- Advise the Accounts Department of all new students for billing.

### 3 Provision for Distance, Overseas and Exchange Students

- (a) Liaise with the International Student Coordinator to review overseas applications to the Principal for the offering of places.
- (b) Acknowledge all enquiries and International Students regarding enrolment, exchanges and programs.
- (c) Liaise with the Director of Learning regarding the organisation and administration of the appropriate testing of overseas students who apply for enrolment.
- (d) Ensure that all enrolment procedures are adhered to in accordance with the Department of Education, Employment and Workplace Relations (DEEWR). Be familiar with current regulations and conditions established by DEEWR. (CRICOS Registration).
- (e) Liaise with the International Student Coordinator and Head of Boarding regarding the provision of boarding accommodation
- (f) Acknowledge all enquiries for International Students regarding enrolment, exchanges and programs
- (g) Liaise with the International Student Coordinator in arranging an orientation program for all overseas students (when appropriate)
- (h) Compile and maintain a register of exchange students.

### 4 Scholarships

- (a) In conjunction with the Marketing and Development Manager, develop and implement the marketing plan for the Scholarship program.
- (b) Forward information to all prospective students and applicants, receipting, acknowledging and maintaining a list of applicants.
- (c) Liaise with external providers regarding scholarship test materials and registration of applicants.
- (d) Liaise with the Leadership Team members regarding the Scholarship program and organisation of scholarship examinations and supervision.

- (e) Arrange interviews as directed by the Principal.
- (f) Liaise with Principal on offers of scholarships and correspondence to unsuccessful candidates.

#### 5 Database maintenance and reporting

- (a) Maintain and develop the student enrolment and community database.
- (b) Prepare statistical data for the Principal's Report to the School Board. This will include current enrolments and projections for the future.
- (c) Prepare regular report and analysis for the Strategic Marketing Team and Principal.

#### 6 Leadership

- (a) Induction and development of staff within the Admissions and Garnsey Reception Team.
- (b) Assist with any Administrative duties as reasonably requested.
- (c) Ensure Admissions operates within allocated budget.
- (d) Be committed to continuous improvement.

#### 7 Professional Responsibilities

- (a) Maintain a sound knowledge of appropriate strategies and methods for the for the duties of a Head of Admissions.
- (b) Be familiar with relevant developments in other educational institutions.
- (c) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- (d) Actively engage in Team and Staff meetings.
- (e) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- (f) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

#### 8 Child Safety

- (a) 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).
- (b) Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- (c) Comply with all aspects of the School's Student Protection Program, including the School's Student Safe Policy Statement and Student Safety Staff Code of Conduct.
- (d) 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.
- (e) Complete annual training in Student Safety as required.

9 Pastoral

- (a) This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

10 Co-curricular

- (a) Be willing to participate in the life of our school, which may include activities that extend beyond the 'normal' school day
- (b) Be conversant in the School programs, initiatives and successes, holding a sound knowledge of school operations and programs.

### 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 Student 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 Student Protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Student 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) (or willingness to obtain).

#### Essential Criteria

- (d) Valid Australian Driver's licence (being at least a probationary licence).
- (e) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

- (f) Excellent interpersonal and communication skills, with a focus on exceptional customer service.
- (g) The ability to organise and prioritise effectively and handle sensitive issues with tact and confidentiality.
- (h) Ability to work well under pressure and adapt to change.
- (i) Be enthusiastic, motivated and self-driven.
- (j) Ability to work independently/unsupervised, but also collaboratively as part of a dynamic, creative and collaborative team.
- (k) Strong attention to detail and working knowledge of word processing, database and spreadsheet operation.
- (l) Quick learner with an ability to be conversant in the School programs, initiatives, and successes.
- (m) Understanding of the demography and socio-economic status of the region and a background in sales and marketing is highly desirable.
- (n) Experience in a similar role and in an educational setting is highly desirable.

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

