



ENROLMENTS MANAGER

INFORMATION FOR CANDIDATES

POSITION TITLE:	Enrolments Manager
CLASSIFICATION:	Full-time
COMMENCEMENT:	21 August 2023 or sooner
APPLICATION CLOSING DATE:	Wednesday, 16 August 2023

ABOUT PRESBYTERIAN LADIES' COLLEGE, ARMIDALE

Presbyterian Ladies' College Armidale (PLC) is an independent girls' school with a long and rich history of providing girls education since 1887. The College is the only all-girls' day and boarding school in NSW north of Sydney to the Queensland border offering education from Pre-Kindergarten to Year 12. PLC Armidale has a strong reputation for academic excellence, an exceptional creative and performing arts program, strength in sport, leadership and challenge experiences, each providing opportunities for girls from a range of diverse backgrounds to excel.

ABOUT THE ROLE

The College is seeking to appoint a full-time Enrolments Manager. This position oversees the enrolment process for student entry from Pre-Kindergarten to Year 12. Liaising closely with prospective students and their families, the position would suit an enthusiastic, energetic person with experience in customer service, relationship and event management within an educational context.

REPORTING RESPONSIBILITY

The successful applicant will be responsible to the Principal, working closely with the Communications and Marketing Manager.

GENERAL RESPONSIBILITIES

- To support and implement the vision of the College
- To be aware of contemporary developments in girls' education
- To attend or assist with various functions of the College community in support of colleagues and students.
- To engage in professional reading and development relevant to the role
- To abide by the staff Code of Conduct and other College policies
- To actively promote and support the Christian ethos of the College

SPECIFIC RESPONSIBILITIES

- Manage all aspects of the enrolment process from initial enquiry to effective enrolment, ensuring policies and procedures are followed and duties performed in a timely manner
- Co-ordinate tours of the College and organise interviews with the Principal or delegate
- Oversee the Edumate Contacts profile to connect with past, present and future families in the school community
- Maintain accurate records and statistics for each step of the enrolment process from initial enquiry to completion of enrolment
- Assist with planning and hosting College events, that promote the activities of the College to current and prospective families
- Regularly liaise with prospective families connecting them with College events and activities

- Oversee the scholarship application process assisting with promotion, organisation and communication to applicants
- Provide enrolment reports with current statistics, demographic information and data analysis for Executive and College Council meetings
- Complete statistical returns relating to student enrolment for regulatory and government agencies as required in the promotion and marketing of the school
- Chair the weekly Enrolments Meeting and work closely with the Communications and Marketing Manager to promote the College and advantage of the All-Girls education
- Liaise with College stakeholder groups to strengthen connection with key events and programs
- Manage the Compliments, Concerns and Complaints register for the school
- Be able to work outside of usual business hours, including weekends to attend Boarding Expos and College events as required
- Demonstrate ability to think laterally, work on multiple projects concurrently with a “can do” attitude

SELECTION CRITERIA

- Completion of a post school qualification and/or equivalent level of expertise gained from a combination of education, training and/or experience
- Outstanding customer service, including the ability to relate easily and effectively to people from diverse backgrounds
- High attention to detail coupled with strong organisational and interpersonal skills
- Ability to maintain discretion and confidentiality regarding individual circumstances
- Advanced interpersonal communication skills with a relationship management focus
- Maintain professional relationships with all staff particularly those in senior leadership teams
- Possess demonstrated ability to prioritise, organise and complete tasks within both set and competing timeframes
- Be able to work unsupervised to meet strict deadlines and commitments with a high-level attention to detail

This position is full-time with four weeks annual leave entitlement, though some flexibility may be provided to the successful applicant.

RECRUITMENT PROCESS

- Applications lodged by 9am on Wednesday, 16 August 2023
- Interviews will be held in person or via Zoom
- Reference checks will be undertaken following the interview for shortlisted candidates
- Current employer or Principal may be contacted in addition to referees nominated.

HOW TO APPLY

Suitable applicants should apply by submitting an application which clearly provides detail about each of the following:

Candidate's Statement

A brief Statement of Application (no more than one page) outlining what the candidate feels he/she brings to the position, and he/she would expect to accomplish in the role.

Response to the Selection Criteria

In no more than two pages, candidates are asked to respond to each of the Selection Criteria, taking into account experience, past roles and expertise.

Curriculum Vitae

Candidate CVs should include the following: -

1. Previous positions held, including start/finish dates, title, responsibilities and key achievements
2. They should also list education, training, and qualifications details, including certified copies
3. Provide the contact information for two referees.

Support and Operational Staff Employment Application Form

Downloaded from the [Employment Page](#) on the PLC Armidale website.