



Enrolments Officer

Position Description

Role:	Enrolments Officer
Commencement Date	January 2022
Tenure:	Full Time
Responsible to:	Marketing Manager

ABOUT US

Trinity Anglican College is a co-educational school with 1200 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth.

Our Strategic Vision focuses on the holistic wellbeing of a student. The empowerment of each student is essential to the fulfillment of the Vision.

THE ROLE

The Enrolments Officer is specifically responsible for ensuring all aspects of the College enrolment process are managed to an excellent standard so that the College maintains and enhances its reputation for attracting exceptional candidates for entry from a diverse range of locations and backgrounds.

It is a key role and one of the few public facing roles and provided parents and students with their first experience with Trinity in most cases. As the first point of contact in most cases the Enrolments Officer will have outstanding customer service and public relations skills.

The collection, processing and recording of student information in this role is a critical task with high level of detail, accuracy and confidentiality demanded to ensure compliance with legislation and ensure data is up to date.

Regular collation of student entry and exit data for analysis purposes to ensure the Marketing Manager can build successful strategies in line with market changes.

ORGANISATIONAL RELATIONSHIPS

The Enrolments Officer is:

- Responsible to the Marketing Manager
- Works with the Marketing Manager with planning and executing activities involving enrolments or potential enrolments
- Keeps the accounts department informed of expected enrolment deposits and the administration staff for the allocation of bus places for Victorian residents
- Develops reports and tools with the ICT Manager to assist with the enrolment process
- Reports student data to the Business Manager and Principal

RESPONSIBILITIES AND DUTIES

The key responsibilities of the role include (but are not limited to):

- Co-ordinate the administration of enrolments and the enrolment process for all students
- Lead tours of the College for prospective students and families and special guests including Old Collegians
- Manage a fair and effective management process for waiting lists, in consultation with the Principal
- Process and track students exiting from the College during the school year, either on a temporary or permanent basis
- Record statistical data relating to enquiries, waiting lists, enrolments and students exiting for annual census data collection and provided to the Principal in a timely manner
- Ensure literature and collateral, such as information packs, web forms and promotional material are available and up to date
- Assist with the coordination of scholarships and academic competitions in conjunction with the Marketing Manager
- Assist with planning events such as open days, information evenings, expos, step-up days and transition days
- Assist in the pre-engagement of key intake cohorts (i.e. coordination of preschool and childcare programs)
- Adopt and implement new systems and processes



REQUIREMENTS OF THE POSITION

Essential

- Tertiary qualifications degree in public relations, marketing, business or related field desirable
- Experience in a similar position dealing with high work volumes and a large client base
- Superior interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with all members of the College community
- Proven experience ensuring tact, confidentiality and diplomacy that is demanded of the position
- Good knowledge of legislation and compliance with policies relating to this position
- Metrics-driven mind to collate statistical information relating to student data for annual census collections
- Experience working with databases
- Must be supportive of the Christian ethos of the College
- Current Working with Children Check or willing to obtain one



REMUNERATION

Terms and Conditions of employment will be in accordance with the 'Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017'. Remuneration will be determined by the Principal according to qualifications and experience.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.