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1983 TO 2023
OXLEY COLLEGE



Oxley
COLLEGE

Enrolments Coordinator

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School Campus	Junior and Senior School
School Division	Business Services
Reports to	Head of College with support from Head of Community Engagement and Culture and Business Manager.
Key Links	Executive Leadership Team
Employment	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Ongoing
Status	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Remuneration Classification	Independent Schools NSW Support and Operational Staff Multi-Enterprise Agreement 2021. Level determination is subject to experience.

Oxley College is a well-established independent, co-educational, non-denominational K-12 day school in the beautiful Southern Highlands of NSW with 850 students.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it.

Further information about the College and its programmes can be located on our website: [Oxley College](https://www.oxleycollege.edu.au).

Position Summary

An exciting opportunity has arisen for a warm and engaging person to fulfil the role of the Enrolments Coordinator.

This role would suit someone who is passionate about handling all aspects of the enrolment process, from responding promptly to initial inquiries and conducting College tours to processing applications and managing waitlists. The Enrolments Coordinator serves as the primary point of contact for prospective new families, providing them with information about the College's programs, enrolment requirements and procedures.

The Enrolments Coordinator is also key to promoting the College within the wider community through marketing initiatives, outreach programs and community events.

The Enrolments Coordinator will manage the enrolment process and maintain compliant enrolment records for the life span of the enrolment, including provision of reports and statistical information to assist with financial operational forecasting relating to enrolments, and data for use in school marketing and community engagement.

The Enrolments Coordinator is a member of the Business Services team and reports directly to the Head of College and Business Manager with support from the Head of Community Engagement and Culture. Full confidentiality is required and expectations to model respectful, professional, and positive behaviours in line with the values of Oxley.

While the preferred candidate would be full time, 48 weeks with four weeks annual leave, this is negotiable with the right candidate. However, some school holiday work will be required. Attendance is expected at all mandatory College key events and professional development activities.

Role Description Major Responsibilities

The ideal role-holder will be responsible for:

- Being the key primary contact for all enrolment enquiries.
- Building relationships with prospective families of the College.
- Enhancing family engagement within the College.
- Promoting the College through enquiries, visits, applications and admissions.
- Planning and promoting and running enrolment and orientation related events.
- Facilitating College tours.
- Overseeing the data entry of enrolment information using the College's enrolment software (pending implementation).
- Maintaining compliant enrolment records (in relation to visas, medical conditions, court orders, parent contact details etc).
- Recommending and supporting improvements in enrolment and withdrawal processes.
- Communicating enrolment and waiting list related matters with parents.
- Seeking out and following up potential enrolment leads.
- Coordinating and communicating student assessments for new student placement in classes.
- Coordinating and communicating scholarship and grading testing and outcomes.
- Completing monthly reports for the Business Manager and Head of College.
- Liaising with the Head of Senior School and Head of Junior School in relation to student enrolment interviews and offers of places at the College.
- Interviewing prospective students and families as required.
- Liaising with Head of Senior School and Head of Junior School in relation to student withdrawals and exit interviews.
- Keeping College informed about tours and other enrolment events.
- Attending relevant sector Professional Development days to maintain awareness of legal issues impacting the enrolment process.
- Maintaining up to date information on the College website and in enrolments publications.
- Maintaining confidentiality and sensitive natured information in a professional manner.
- Liaising with the Uniform Shop supervisor as required to ensure that stocks of student uniforms are adequate to meet new enrolments for the beginning of each College year.
- Representing the College at external events where necessary.
- Working closely with the Marketing and Communications Officer.
- Other tasks as required from time to time to ensure the smooth running of the College.
- Complying with College policies and procedures including Health and Safety requirements.
- Being supportive of the values of Oxley College and show a willingness to be a part of the total life of the College.





Essential Criteria

The ideal role-holder will demonstrate the following attributes and offer:

- Relevant educational qualifications.
- Experience in the education sector (teaching or non-teaching).
- Strong interpersonal skills and can communicate articulately and effectively over the phone, in writing and in person.
- Enjoys making connections with new people.
- Confidence when speaking with groups of parents.
- Outstanding demonstrated customer service skills.
- Can create and apply processes effectively to meet objectives.

- Understands legislation and legal impacts on an enrolment.
- Has records management experience.
- Proficiency in use of ICT Systems including the MS Office Suite of applications. A willingness to learn other software as required including the College Administration System (Edumate).
- Can work independently under broad direction and contribute as part of a team.
- Exceptional attention to detail and high work standards.
- Ability to manage competing demands and meet set deadlines.
- Can improvise confidently and be flexible when required.
- Professional presentation at all times.

The following table will be used as a guide for the assessment of the candidates.

Capability Group	Capability Name
Relationships 	Communicate Effectively Work Collaboratively Commitment to Customer Service
Personal Attributes 	Manage Self Resilience and Adaptability Act with Integrity
Results 	Plan and Prioritise Demonstrate Accountability Think and Solve Problems
Resources 	Project Management Procurement Technology and Information

Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children’s Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. Subject to a six month probationary period.

3. Reporting Relationships

The position reports directly to the Head of College and Business Manager with key linkages and support from Head of Community Engagement and Culture and members of the Executive leadership team.

Internal Relationships: In carrying out the responsibilities listed in the Position Summary, the Enrolments Coordinator will liaise with existing students and families of the College as required to achieve the requirements of the position.

External Relationships: The Enrolments Coordinator, will liaise with prospective new students and families outside of the College community and outside associations, as well as peers in similar schools as necessary to fulfil the objectives of the position.

Application Guidelines

1. Applications should include a covering letter of not more than two pages, which includes a statement in support of your candidacy and be sent as one attachment (PDF format preferred).
2. Applications should be addressed to Mr Scott Bedingfield, Head of College email: hr@oxley.nsw.edu.au
3. To apply for this position, you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.
4. Applications **must** also include the following information:
 - Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Names, positions and contact details for three referees.

Closing Date for Applications

The closing date for application submission is Friday 16 June 2023.

Employee Acknowledgement

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

AUTHORISATION *(internal use only)*

Business Manager Name	Signature	Date
Head of College Name	Signature	Date