



KINROSS WOLAROI
— SCHOOL —

Admissions Officer

Candidate Information Pack

Closing Date: 19 March 2023

March 2023



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

The Admissions Office is the critical first point of contact for prospective parents and students and has, as its main objective, maintaining school enrolments at capacity. The Admissions Office is also responsible for enrolling students, managing information mornings, school tours and the administration of the scholarship application processes. The Admissions Officer will assist in the promotion and marketing of the School with a particular emphasis on providing high-quality service to prospective parents and students.

The Admissions Office is accountable for:

- The introduction of prospective students and their families to the educational opportunities at KWS.
- Communicating the School's mission, vision and values to prospective parents and the wider community.
- Ensuring enrolment procedures are adhered to in accordance with statutory requirements for various government bodies and in accordance with the School's internal policies and procedures.
- Maintaining public interest in and understanding of KWS and its education programs through attendance at appropriate events including, but not limited to, boarding expos, field days and other promotional events.
- Provision of administrative support functions connected with the enrolment process including, but not limited to, the scholarship program.

The Admissions Officer will contribute to the ongoing development and implementation of student recruitment strategies that maximise and maintain enrolments in all areas of the School. The Admissions Officer will maintain and enhance enrolment procedures and processes to cultivate new student enquiries by providing an efficient, informative and client responsive service to prospective families. Facilitating the Schools promotional activities and communication channels, the Admissions Officer will promote the School to the current and wider community assisting prospective families with their school of choice.

The Admissions Officer can expect to liaise with:

- The Business Manager
- The Head of Marketing and Communications
- The Registrar
- External stakeholders
- Students
- Parents
- Staff



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Enquiries	<ul style="list-style-type: none">• Respond to visitor enquiries promptly providing information on the School and the enrolment process.• Make appointments for prospective families to tour the School or to meet with staff.• Keep up to date with developments within the School and in the wider community to ensure that timely and accurate information is given to the prospective parents and students.
Database Management	<ul style="list-style-type: none">• Maintain the Synergetic database including updating information on existing applications.• Ensure that the information on the database matches the details contained in the application file paperwork.



Key Word	Duties
Enrolments	<ul style="list-style-type: none">• Prepare the relevant correspondence to extend formal offers of enrolment that have been approved.• Prepare new student files and associated induction paperwork.• Make appointments for prospective families and students to meet Heads of School and other key school appointments as required and provide written confirmation to families of appointment details.• Monitor offers of enrolment that are approaching the expiry date and follow up with families as required.• Process cancellations in accordance with KWS policy and procedure.• Maintain an accurate filing system of enrolment documentation in the Marketing and Admissions Office• Undertake administrative functions in the Admissions Office following government regulations and KWS policies and procedures.• In collaboration with the Registrar, review enrolment procedures as needed with a view to making recommendations to the Head of Marketing and Communications and the Business Manager for modifications or improvements.



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Key Word	Duties
Scholarships and Induction Testing	<ul style="list-style-type: none">• Assist the Registrar in the coordination and administration of Orientation and Scholarship testing.• Respond to enquiries on the Orientation and Scholarship process.• Attend and assist in the preparation of the annual Scholarship testing day and Orientation Days.• Prepare offer and confirmation documentation to awarded candidates.
Marketing and Promotions	<ul style="list-style-type: none">• When required, assist the Registrar by conducting tours of the School to introduce prospective students and families to KWS.• Participate in marketing, promotional and engagement activities to showcase the School
Administrative Support	<ul style="list-style-type: none">• In times of high demand, assist with switchboard/phones as necessary
General	<ul style="list-style-type: none">• Other duties as required by the Principal, Business Manager and Head of Marketing and Communications commensurate with the attributes and qualifications of the Admissions Officer

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.



Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Registrar and the Head of Marketing and Communications (the Supervisors).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.



Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

Essential Professional Criteria

- Demonstrated experience in an Administration role in a confidential, fast paced environment
- Demonstrated previous experience in data input with accuracy and close attention to detail
- Ability to work under pressure
- Proven ability to respond to customer enquiries in a courteous and helpful manner under a variety of conditions.
- Demonstrated ability to work independently under broad direction, being able to exercise a high level of initiative and organisational skill.
- Proven appreciation of information integrity techniques and data management.
- Highly developed written and oral communication skills, including experience in drafting correspondence.
- Highly developed skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in word processing, publishing and presentation applications.
- Demonstrated capacity to work collaboratively and adapt to new, diverse and challenging circumstances.



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent, full-time role working 76 hours per fortnight. The hours of work will be 8:30am to 4:36pm Monday to Friday. However, the nature of the position will inevitably involve working outside these hours on occasion to meet critical deadlines or business requirements.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Admissions Officer is classified at Senior Clerical Officer Level 3.3 of the MEA. In 2023 the annual salary for the classification of Senior Clerical Officer Level 3.3 is \$79,724(FTE) plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.