

Duty Statement

HEAD OF ADMISSIONS

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

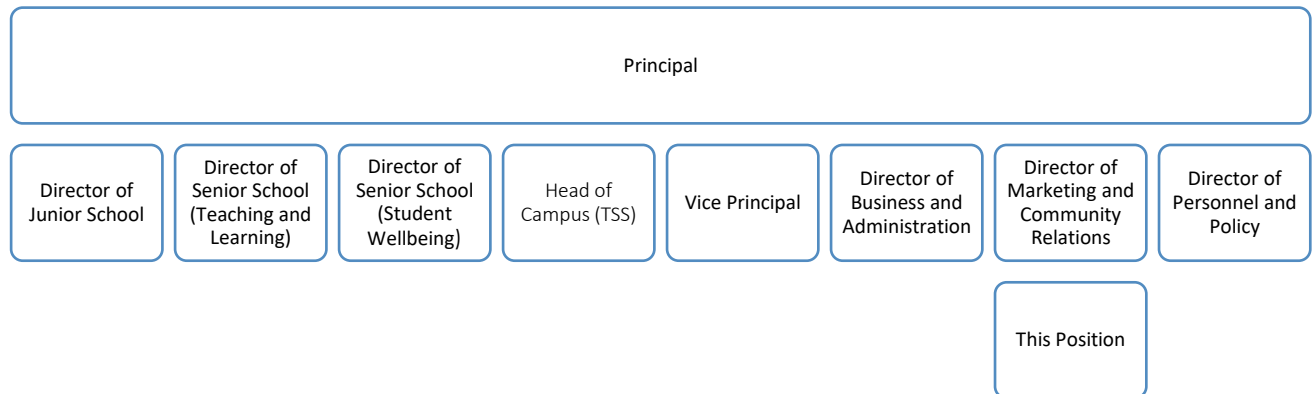
POSITION PURPOSE

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

Reporting to the Director of Marketing and Community Relations (DMCR), the Head of Admissions (HoA) is responsible for the development and engagement of prospective and future families from the first enquiry to commencement across All Saints' College (ASC) and The Studio School (TSS).

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The HoA will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position:

Enrolment management and conversion

- a) Manage the end-to-end enrolment process from enquiry to commencement for ASC and TSS families.
- b) Coordinate enrolment interviews with prospective ASC families, ensuring a professional and welcoming experience.
- c) Maintain accurate and up-to-date enrolment records, application information and waiting pools within the enrolment and student management platforms.
- d) Manage and prioritise waiting pools to maximise enrolment opportunities and maintain or improve enrolment targets.
- e) Ensure all enrolment offers and acceptances are processed accurately and in a timely manner.
- f) Oversee and coordinate the management of the ASC Group Tours and TSS Information Sessions, in partnership with other internal stakeholders.
- g) Provide personalised tours of the ASC campus, as required.
- h) Ensure that all internal stakeholders have accurate, timely and effective information about new commencements, withdrawing students and other student movements.
- i) In partnership with the Principal and other key stakeholders, develop and implement the annual scholarship program to ensure available scholarships are awarded to worthy recipients.
- j) Deliver a consistently high standard of customer service through all mediums.

Marketing and communications

- a) Devise and implement a strategy for the continued engagement of prospects to increase the conversion rate of enquiries to enrolments, including those enrolled but yet to commence.
- b) Work closely with the DMCR and Marketing and Communications Manager to influence the marketing and promotional efforts of ASC and TSS and ensure a continued pipeline of prospects.
- c) Oversee the development, maintenance and publication of enrolment related documents for ASC and TSS.
- d) Manage the Funnel enrolment management CRM and associated processes to ensure a fit for purpose, high quality user-experience that allows ASC and TSS to meet enrolment objectives.
- e) Maintain the ASC and TSS website pages that relate to enrolments, ensuring access to high quality relevant and accurate content and a superior user experience.
- f) Coordinate and deliver onboarding communication to new families to support a smooth transition to the community.

Data analytics

- a) Collect and interpret raw data relating to the enrolment pipeline across short-, medium- and long-term horizons.
- b) Analyse data sets and provide actionable recommendations and outcomes for high level stakeholders through regular and accessible reporting, including as required on an ad-hoc basis.

- c) Identify patterns and trends in data sets and implement strategic actions to address these.
- d) Provide accurate and usable data from enrolment systems to other internal stakeholders as required to assist in their areas of responsibility eg events.
- e) Prepare and submit the student related statistical data for the State and Federal Census in February and August annually, in partnership with other internal stakeholders.

Additional duties

- a) Assist with the student-related re-registrations processes for CRICOS registration and Non-Government School registration.
- b) Remain abreast of changes to legislation relating to registrations, international students impacting schools and ensure knowledge transfer to internal stakeholders.
- c) The HoA may be asked, by the Principal or the DMCR, to fulfil other duties from time to time.

Staff Expectations

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- f) Maintain professional confidentiality concerning information about staff and/or students.
- g) Strive to implement productivity, quality, and service improvements on a continual basis.
- h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- i) Comply with Occupational Safety and Health requirements in the workplace.
- j) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- k) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

April 2026

Selection Criteria

Essential

- Outstanding verbal and written communication skills, with confidence in face-to-face engagement.
- High-quality interpersonal skills and the ability to work effectively with diverse stakeholders.
- Excellent attention to detail and strong organisational capability.
- Experience at both strategic and operational levels within the education sector, with exposure to enrolments or a related area (e.g. marketing, communications business development or teaching).
- Demonstrated ability to analyse data, identify trends and produce meaningful reports to support decision-making.

Desirable

- Experience working in an independent school or similar education environment.
- Familiarity with enrolment management systems or CRM platforms