



**ALL SAINTS'
COLLEGE**

HEAD OF ADMISSIONS

(Full-time, 13-month, Parental Leave Contract.)

Role highlights

- Lead and shape the end-to-end enrolment journey for prospective and future families.
- A strategic and relational role at the heart of the College's growth and community engagement.
- Work closely with senior leaders to support sustainable enrolments across All Saints' College and The Studio School.

The role

The Head of Admissions plays a pivotal role in building strong, authentic relationships with prospective families and guiding them from first enquiry through to commencement. Reporting to the Director of Marketing and Community Relations, the role is responsible for enrolment management across All Saints' College and The Studio School, ensuring a welcoming, professional and highly personalised experience for every family.

With relationships at the centre of all we do, the Head of Admissions embodies a human-centred approach aligned with the College's mission and values. The role combines strategic thinking with operational excellence, overseeing enrolment processes, conversion strategies, data analytics and key touchpoints that support informed decision-making and positive family engagement.

Working collaboratively with internal stakeholders, the Head of Admissions contributes to enrolment planning, scholarship programs, onboarding communication and marketing initiatives, while ensuring accurate data, compliance requirements and a high standard of customer service across all enrolment activities.

Key responsibilities:

- Manage the end-to-end enrolment process from enquiry to commencement for All Saints' College and The Studio School.
- Coordinate enrolment interviews, campus tours and information sessions to ensure a professional and welcoming experience.
- Develop and implement strategies to engage prospective families and maximise enquiry-to-enrolment conversion.
- Maintain accurate enrolment records, waiting pools and data within enrolment and student management systems.
- Analyse enrolment data, identify trends and provide regular, actionable reports to Executive.

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- Collaborate with marketing and communications staff to support a strong and sustainable enrolment pipeline.
- Oversee enrolment-related documentation, website content and onboarding communications for new families.
- Support scholarship processes and ensure timely, accurate communication with families and internal stakeholders.
- Ensure compliance with relevant reporting, census and registration requirements.

About you

You are a highly organised and relational professional who understands that enrolment is both a strategic function and a deeply personal decision for families. You bring strong interpersonal skills, a data-informed mindset and a commitment to service excellence, balancing warmth and professionalism in every interaction.

You are comfortable working with complexity, enjoy collaborating across teams, and are motivated to contribute positively to a values-aligned school community. You communicate clearly, pay close attention to detail, and approach your work with integrity, empathy and purpose.

Essential criteria include:

- 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 Criteria:

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

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Pre-Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Our main campus is situated on Gabbiljee (Bull Creek): the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments,

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contemporary learning spaces, and unique community spaces for connecting and sharing including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

The Studio School, our Walyalup (Fremantle) campus, is a micro-school in the heart of our port city and committed to project-based learning for our 120 students across Years 10 to 12.

Our vision

Making a positive difference in our world

Our mission

All Saints' College and The Studio School, in partnership with our families, community and the Anglican Church, empower young people to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our values

Empathy: seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment
Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

The benefits

ASC offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Onsite childcare centre.
- Salary packaging.
- Staff discounts on school and childcare fees at the College.
- Onsite café and canteen.
- Generous long service leave provisions.
- Restless Curiosity and other professional development opportunities.
- An active Staff Association.
- Staff yoga and free EAP program.

How to apply

A one-page cover letter, addressed to The Principal, and an up-to-date CV submitted via the Apply button on seek.

Applications for this position will be shortlisted as they are received and interviews arranged, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

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Further information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

This role is advertised as a fixed term for 13 months, with a recommended start date of either Monday 8 , 15 or 22 June to allow for a comprehensive handover.

For role-specific questions, please contact Ben Fitzpatrick, Director of Marketing and Community Relations, on (08) 9313 9333 for a confidential discussion.