



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

Position Description

Title:	Engagement Officer – Admissions and Enrolments
Campus:	Berwick Campus
Reports to:	Executive Director of Advancement
Level:	Level 6
Tenure:	Full Time (6 month Parental Leave cover Feb – Dec 2026)

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

Primary Purpose

The Engagement Officer – Admissions and Enrolments reports to the Executive Director of Advancement and is responsible for the day management of the School's admissions and enrolment.

Key Responsibilities

- Liaise with prospective families to maximise future local and international enrolments from ELC to Yr 12.
- Liaise with all campuses including ELC on levels of enrolments throughout the program.
- Complete and file all levels of correspondence to enroll both local and international students.
- Organize and lead school tours and school open day events.
- Maintain and update monthly and year planner for key enrolment and admissions events throughout the year.
- Maintain a list of master letters/forms.

- Maintain a stockpile of all relevant collateral relating to enrolments and admissions.
- Complete and manage all enrolment documentation including: withdrawals/transfers/cancellations at all times advising key stakeholders of any change.
- Maintain accurate enrolment data on systems including TASS, Digistorm (Funnel) and PRISMS.
- Prepare and monitor regular enrolment status reports for Senior Executive Team and Council.
- Ensure the schools Admissions and Enrolment processes are compliant with best practice and legislation.
- Assist with the preparation of all student orientation programs.
- Assist as directed with the implementation and administration of special/annual events and key promotions.
- Complete government funding documentation in conjunction with the different campuses (including ELC) as and when required.
- Manage the School's scholarship and bursaries process including the coordination of the scholarship examination starting with the recording of enquiries, fee collection and candidate correspondence.
- Undertake other additional duties and responsibilities from time to time as required by the Principal or Director of Engagement. This may require additional hours to be worked.

Occupational Health and Safety

- Adhere to and implement all safe work practices and procedures in accordance with the School's Occupational Health and Safety policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

Child Safety

- Adhere to and implement all Child Safe policies, practices, and procedures.

Staff Expectations

- Conduct themselves with professionalism at all times and in line with all St Margaret's Berwick Grammar Policies and Procedures.
- Be a positive voice of support for the school with existing and prospective families, staff, and others in the community.

Key Relationships

- Executive Director of Advancement.
- Engagement Team.
- Principal/Vice Principal.
- Head of Junior School
- Director of the ELC
- Deputy Principals
- Heads of Students
- Heads of House
- Chief of Operation
- Administration and Ancillary Staff.

Skills, Knowledge and Experience

- Experience in Admissions and Enrolments at a school.
- Experience of working in a school.
- Knowledge of relevant government, national and international organisations and processes including VRQA, CRICOS registration and legislation, Australian Visa classes and implications, Child Safe standards
- Experience in managing and prioritising a large workload.
- Excellent attention to detail and accuracy of inputting data.
- Excellent interpersonal skills to enable effective communication at all levels.
- Capacity for initiative and creative problem-solving.
- High level skills with Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)
- A working knowledge of TASS software system for schools.
- Ability to work flexibly across all campuses
- Demonstrated capacity for intercultural understanding and communication.
- Successful applicants must have current Working with Children check and National Police Records check.

Key Competencies

- Ability to balance empathy towards the needs of parents, students and others with the objectives and prevailing school environment.
- Ability to maintain high work standards with minimal supervision.
- Alignment with School Values.
- Demonstrates attention to detail and concern for the quality of work produced
- Demonstrates high levels of confidentiality and cultivates credibility and honesty.
- Displays enthusiasm, commitment and is highly motivated to contribute.
- Flexible and has the ability to adapt and operate effectively in a changing environment.
- High standard of personal presentation.
- Loyalty to the school and commitment to the promotion of continuous improvement and a positive and supportive school culture.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Self-motivated and proactive.