



**St Margaret's  
Berwick Grammar**  
VIRTUTE ET LABORE

## Position Description

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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)

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*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.