

## ROLE DESCRIPTION

### Head of Admissions

<b>POSITION</b>	Head of Admissions
<b>RESPONSIBLE TO</b>	Director of Development and Community Relations
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018)</li> <li>• Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Director of Development and Community Relations HR Manager
<b>ISSUE: 06</b>	<b>DATE:</b> January 2023

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Head of Admissions is expected to demonstrate a comprehensive knowledge and understanding of the College's mission, vision, and values; history and traditions; teaching and learning programs; co-curricular programs and facilities, communicating these to prospective parents and students in a positive way. The Head of Admissions promotes the philosophy of the College as outlined in the Mission Statement.

The Head of Admissions is expected to have full knowledge of the MACS Enrolment Policy and to keep abreast of issues and guidelines for Head of Admissions/Registrars in Catholic and Independent schools, by attending professional learning, briefing sessions and network meetings as required.

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#### **Key Contacts:**

- Principal
- Director of Development and Community Relations
- Marketing Manager
- Director of Business Services
- Teaching staff

Under the direction of the Director of Development and Community Relations, the Head of Admissions is responsible for:

#### **1. Key Responsibilities**

- a. All aspects of the admissions process with the goal of securing full enrolments at the school and building wait lists in alignment with the School's Strategic Plan and Business Plan
  - b. Manage the enrolments process as an integrated marketing activity
  - c. Support the development and implement key strategically planned priorities and policy relating to the Enrolments program.
  - d. Arrange and provide School tours for prospective and current families
  - e. Support and actively engage with the Marketing and Communications to organise, promote and undertake Open Mornings, Tours and other special enrolment and school community events
  - f. Together with Reception promptly attend to enquires from prospective families assisting with their queries and promoting the benefits of a Siena education for their daughters
  - g. Using dedicated software and the support of the Reception Team, monitor these enquires and undertake follow-up service in accordance with agreed methodology
  - h. Ensure interviews are arranged for prospective families with Deputy Principals and the Head of Learning Diversity and that helpful, accurate information is provided about the prospective student to assist with the interview process
  - i. Together with the Receptionists using the Synergetic database, monitor, track and follow up on applications and enrolment offers.
  - j. Management of processes relating to incoming and exiting students
  - k. Build key relationships with primary schools Principals and Receptionists.
  - l. Visit primary schools regularly to provide enrolment brochures and Siena collateral to further enhance Siena College's relationship with our primary feeder schools
  - m. Attend presentations with the Principal at primary schools
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- n. Manage and host the ASPIRE Program
- o. In collaboration with the Communications Coordinator develop and distribute the Primary Newsletter to all primary schools
- p. Maintenance and detailed analysis of a database for enrolments and student movement
- q. Provide fortnightly, accurate informative and helpful enrolment reports and statistics to the Principal, and Director of Development and Community Relations and use this information to guide practice
- r. Prepare monthly current and prospective enrolment reports and detailed analytics to the Principal and Director of Development and Community Relations for presentation to the College Board
- s. Work with the Finance Office to ensure all financial transactions in the enrolment process are prompt, accurate and recorded on the database.
- t. Engage and support the operations of the Development Team including working with the Director of Development and Community Relations and the Marketing manager on relevant advertising and marketing plans that support the Enrolment Strategy
- u. In collaboration with the Director of Development and Community Relations prepare an annual enrolment plan for inclusion in the Development Strategy

### **2. Year 7 Transition**

- a. Participate in the smooth transition of all incoming Year 7 students
- b. In collaboration with the Deputy Principal Wellbeing and the Director Students ensure the transition book is updated annually
- c. In collaboration with IT Manager and the Director of Development and Community Relations develop portal logins and prepare onboarding communications
- d. Prepare primary school student data for the Director of Students

### **3. Duties**

- a. Generate reports from the database of all incoming and outgoing students
  - b. Advise the Deputy Principals, Director of Operations and the relevant Heads of House of incoming and exiting students as soon as possible
  - c. Advise staff of any student movement that occurs during the year
  - d. Reconcile student numbers with administration records
  - e. Liaise with registrars of relevant schools relating to exiting and incoming students
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- f. Ensure exit requirements are fulfilled as per the College Exit Form (e.g. outstanding fees, refunds, outstanding books etc)
- g. Handle requests from past students relating to their enrolment records and advise the Alumnae Coordinator
- h. Prepare annual statistical returns regarding enrolment for the MACS, Census and other agencies under the direction of the Director of Development and Community Relations and Director of Business Services
- i. Responsible for providing data for Census and conducting the bi-annual Enrolment Census upload to CEVN
- j. Interview future Year 7 students and families as required
- k. Contribute to the effective transition processes for incoming Year 7 students by coordinating the enrolment interviews in Grade 5/6
- l. Administer any communication with parents/primary schools regarding events and issues associated with transition to the College
- m. Carry out all other duties as required by the Principal and the Director of Development and Community Relations

#### **4. General Accountabilities for all Staff**

- a. Demonstrate duty of care to students in relation to their wellbeing
  - b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
  - c. Adhere to the College's professional dress code for staff
  - d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
  - e. Demonstrate professional and collegial relationships with colleagues
  - f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
  - g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan. Be familiar with and comply with all College policies and procedures
  - h. Other duties as requested by the Principal and the Director of Development and Community Relations
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#### **5. Professional Development and Membership**

- a. Undertake professional development as required and as directed by the Director of Development and Community Relations
- b. Attend meetings of Educate Plus Admissions Special Interest Group

#### **6. Experience, Skills and Qualifications**

- a. Experience in a similar role would be advantageous
- b. Highly organized and able to work autonomously and to deadlines
- c. Demonstrated ability to work in a team environment
- d. Ability to be innovative and respond to change in a complex, competitive and changing landscape
- e. Intermediate Excel skills
- f. Ability to run queries and prepare graphs for reporting
- g. Well-developed interpersonal and telephone communication skills
- h. Strong attention to detail, exceptional accuracy, problem solving and analytical skills
- i. Ability to multi-task
- j. Working with Children Check
- k. National Police Check
- l. Previous experience in a school environment and working with Synergetic will be a distinct advantage

#### **7. Personal Qualities**

- a. Professional and well-developed communication skills
  - b. Strong leadership skills
  - c. Ability to be hands on when required
  - d. Internal/external customer focus
  - e. Ability to remain calm under pressure
  - f. Concern for compliance and quality
  - g. Ability to develop and mentor others
  - h. Ability to foster a positive attitude to change
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SIENA  
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### i. Personal effectiveness