



Ascham School



Enrolment and Community Administrator Position Description

Enrolment and Community Administrator

Department: Professional Learning

Reports to: Director of Community Engagement
Enrolments Manager

Ascham is Australia's only Dalton School—a leading academic, non-denominational girls' day and boarding school (Prep–12) in Sydney. Since 1886, our approach has placed the individual girl at the centre—developing independence, confidence and a strong sense of purpose. Ascham graduates leave ready to lead, with the curiosity, capability and character to shape their world.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the School. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the School achieve its strategic objectives.

Job Description

This position is responsible for providing a high level of administrative and operational support to the Enrolments Manager and ensuring the student enrolment process is a good one for families wishing to enrol their daughters at Ascham School. Key to this role is the ability to process and manage data relating to community stakeholders and enrolment applications and ensure a smooth and positive enrolment process as a result.

Core Job Role Accountabilities

- Assist the Enrolments Manager with delivering the School's enrolment workflow
- Co-manage the Enrolments email inbox
- Process enrolment applications
- Prepare accurate and timely reports and documents as directed by the Enrolments Manager including enrolment interview summaries for the Head of School
- Manage sensitive information in relation to exchange students and scholarships
- Provide accurate and informative enrolment data for reports including flow charts, graphs, statistical reports and projected enrolment information
- Effectively administer information in the Schools Information System (SIS) and ensure it is entered promptly, correctly, and is kept up to date for all Ascham community stakeholders
- Assist the Enrolments Manager with enrolment event organisation including boarding school expos and school tours
- Manage Ascham promotional material stock and inventory
- Provide administrative support to ensure the billing process for the annual *Tuition Fees in Advance* program runs smoothly
- Undertake credit card reconciliation on behalf of the Director of Community Engagement
- Provide administrative support to the wider Enrolments and Community team including mail merges, mailing labels, creating spreadsheets and reports, and compiling email contact lists
- Comply with the School's Code of Conduct, Privacy Policy, values, policies and procedures
- Deliver specific objectives for the Director of Community Engagement to achieve the values, goals and strategies of the department and School

Mandatory Requirements

- Exceptional interpersonal skills and commitment to positive and professional stakeholder relationships
- Demonstrated ability to build rapport and relate to people from a range of backgrounds
- A friendly, kind and courteous manner
- A very high level of accuracy and attention to detail across all enrolment processes
- Advanced levels of computer literacy including data entry, extraction, manipulation and reporting skills
- Advanced Excel skills and experience with other Office 365 applications
- Well-developed time-management and organisational skills
- Ability to work autonomously and as part of a team
- Ability to show initiative, make professional judgements and solve problems without clear methods or procedures
- Willingness to take ownership of tasks, accept responsibilities and continually change and improve
- High levels of personal presentation, professionalism, punctuality, reliability and confidentiality
- A valid Working With Children Check (WWCC).

Desirable Requirements

- Experience with School Management Systems.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	