

## Admissions Associate

The Admissions Associate will be responsible for supporting the admissions and enrolment processes at Queenwood, working to attract and admit students who align with the school's values and mission. As a key representative of Queenwood to prospective families, the Admissions Associate will support the Registrar in guiding families through the admissions journey and ensuring a seamless, welcoming experience.

### Reporting Relationships

The Admissions Associate will report directly to the Registrar and, ultimately, to the Principal. The Admissions Team is part of the Advancement Team and reports to the Chief Advancement Officer. On a day-to-day basis, the Admissions Associate will work closely with the Advancement Team as required.

### Employment Type

This is a full-time, permanent position commencing in Term 2, 2025, with the start date negotiable for the right candidate. The role requires onsite presence five days per week. Additionally, attendance at a range of school activities and events outside of regular working hours may be expected.

### Key Responsibilities

The following list outlines the key responsibilities associated with this role. At times of increased demand, the role may be required to support and assist other members of the Advancement Team. Additionally, the Principal may assign further duties as needed.

#### *Prospective Family Engagement*

- Serve as one of the primary points of contact for prospective families, guiding them through the admissions journey and answering queries related to the school's programs, values, and admissions policies.

#### *Enrolment Process*

- Coordinate the Enrolment journey for potential students.
- Ensure relevant information is disseminated to appropriate staff, recorded and compliant.
- Co-ordinate interviews for prospective students and brief the Principal on the individual circumstances of each student.
- Liaise with staff to ensure appropriate responses to queries or issues relating to individual enrolments.

#### *Events & Tours Coordination*

- Support the Registrar to organise, lead and occasionally present at open days, school tours, and other admissions events, creating engaging experiences for prospective students and their families.

#### *Data Management & Reporting*

- Maintain accurate and up-to-date records of all applicants and enrolled students in the school's database. Generate and analyse reports to inform strategic decisions, track trends, and manage admissions targets.

#### *Enrolment Strategy*

- Work with senior leadership to develop and execute a strategic enrolment plan, aimed at attracting a diverse range of students who embody Queenwood's values.

#### *Collaboration with Marketing*

- Partner with the Marketing Manager to promote the school to prospective families through marketing materials, online content, and social media, ensuring consistent branding and messaging.

#### *Policy & Compliance*

- Ensure adherence to Queenwood's admissions policies and procedures and remain informed of regulatory and industry standards related to admissions and enrolment.

### **Qualifications & Experience**

- Bachelor's degree in Education, Business, Communications, or a related field.
- Minimum of 5 years' experience in business administration, or a similar role, ideally within an educational setting.
- Strong organisational skills with a high attention to detail.
- Exceptional interpersonal and communication skills, with a welcoming and engaging manner.
- Proficiency with admissions or CRM software and the ability to analyse data for strategic planning.
- Demonstrated ability to manage projects and events effectively.
- Demonstrated ability to work collaboratively within a team and engage with a diverse community.

### **Personal Attributes**

- Calm, warm, collegial, and professional demeanour.
- Confident, flexible, 'can do' approach with the ability to respond professionally and resourcefully to the unexpected.
- Excellent written and oral communication skills.
- High level organisational and planning skills with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Initiative, maturity of judgment, resilience.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and support its values.
- Genuine and demonstrable commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.



### **Concluding Remarks**

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

### **Work, Health & Safety**

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

### **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

### **Applications**

Queenwood has engaged Beaumont People to assist with this recruitment process. We invite you to submit your application directly via the [Beaumont People website](#).

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.