



St Catherine's School

Waverley

Position: Enrolments Manager

Responsible to: *Headmistress*

Reporting to: *Director of Community Relations*

Effective date: 11 January 2016

Primary Purpose of Position:

As part of the Community Relations team, the Enrolments Manager takes responsibility for prospective and future families from the first enquiry to commencement at the School.

Major responsibilities:

1. Uphold the Christian ethos of the School
2. Responsibility for enrolment process, record keeping and data entry for current and future students
3. Keep the enrolment information on website and portal updated
4. Organise St Catherine's enrolment events, such as Open Days, St Catherine's Welcomes, Scholarship day, country and overseas expos and orientation days
5. Organise regular tours of the School for interested families
6. Drive the overseas and country expo strategy
7. Organise and attend various country and overseas expos throughout the year
8. Responsibility for compliance with CRICOS regulations regarding enrolment of overseas students
9. Uphold and promote high standards in all areas of endeavour
10. Comply with WH&S policy and procedures as set out in the Work, Health and Safety Manual, legislation, regulations, standards and codes of practice
11. Undertake other duties as required by the Headmistress.

The Enrolments Manager will possess the following skills and abilities:

- Excellent verbal and written communication skills
- Strategic thinking and initiative
- Ability to build positive relationships with prospective students and families, current school families and staff
- Excellent organisational, time management and attention to detail skills

- Expertise and experience in the use of a variety of Software packages including the Microsoft Suite and education-based databases
- Ability to produce informative enrolment reports and analysis
- Ability to work both independently and as part of a team
- Knowledge of CRICOS legislation in relation to overseas student enrolment.