



NEWHAVEN COLLEGE

Position Description

Admissions Officer

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DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school that has approximately 920 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

At the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfill our aspirations.

Join us on this journey and add value to Newhaven College's future.

OUR SCHOOL VALUES

Respect

Honesty

Empathy

Responsibility

Excellence

Job Title

Admissions Officer

Reports to

Director of Business

Date

March 2026

Employment Status

Permanent ongoing – Part Time

Classification Level

Classification will be determined in accordance with Newhaven College Enterprise 2023 - 2026 based on skill set and experience.



POSITION PURPOSE

The Admissions Officer is the first point of contact for prospective parents, guardians and students. The position is integral to building enrolment capacity and promoting growth at the College. The successful candidate will be enthusiastic, proactive and attentive in presenting the College's unique qualities and attributes to prospective families. This role will work autonomously to deliver strategic direction and objectives.

The Admissions Officer will be competent in database management with automated workflow that is similar to EnrolHQ. Previous experience in electronic database management will be held in high regard for this position.

Demonstrated previous experience in a similar role in an education environment would be preferable. A demonstrated skill set with marketing, communications and sales will be favourable.

The Admissions Officer holds responsibilities to manage the allocation of students to buses and assists with forecasting and planning to complete annual review of bus routes in consultation with the Director of Business.



Key Internal relationships: Director of Business, Heads of School, VCE Coordinator, all Administrative Support Staff and ICT support.

External relationships: Families, Government bodies, primary schools, kindergartens and community networks, affiliated bodies and Admissions/Registrar network.

TERMS OF APPOINTMENT

The position is permanent ongoing position, part time and is subject to minimum employment period of 6 months from the date of commencement.

Responsibilities and Accountabilities

Admissions Enquiries

- Active and timely response and process of Student Admissions enquiries both electronic communications and phone within a maximum 24-hour turnaround period. It is essential that the phone to the Admissions Office is always answered during business hours.
- Follow up all College inquiries in a positive and timely manner .
- Manage and actively administer the admissions workflow and maintenance of EnrolHQ (database) for every new student, including, but not limited to;
 - A positive, personalised reception upon inquiry
 - Organise, coordinate and administer tours of the College in accordance with guidelines set by the Principal.
 - Work in partnership and collaboratively with Communications and Marketing team on invitations to events. Including workflow triggers to promote engagement and contact with the College. Such as open day, fete, production, sports carnivals, information evenings, arts exhibits, music soirees, formal all school ensembles and other events that alike.
 - Actively initiate engagement strategies and follow ups with student admission's and enquiries and record maintain EnrolHQ.
 - Co-ordinate the College's annual Open Day and any other enrolment initiatives.
 - Provide monthly enrolment reports or as requested by the Principal.
 - Attend events to further promote the school in the community.
 - Support families and maintain electronic forms held within EnrolHQ to ensure currency.



Interview and Enrolment Management and Processing

- Triage and manage student enrolment waitlists and administer workflow within EnrolHQ database for enrolment processing that includes, but not limited to;
 - Administer pre offer interview with perspective Head of School with workflow scheduler EnrolHQ
 - Consult with Head of Student Support and Head of Wellbeing if any enrolled student/s require support with provision of additional learning or wellbeing initiatives or subsequent plans.
- Consult with VCE Coordinator and Careers Coordinator on academic pathway interviews for potential student admission in years 10 – 12.
- Coordinate Term 4 admissions interviews for Junior and Middle school and maintain accurate data in EnrolHQ.
- Manage active enrolment waitlists and secure enrolment offer with monies to be paid as a deposit to hold the active enrolment to formal secured acceptance.
- Administer communications to all families in relation to orientation and transition day including bus transport information.
- Manage and oversee all details of the second stage of the student enrolment process; subject selection, house allocation, uniform information, ICT, booklist, bus transportation and all other advice needed by families.
- Work in partnership with marketing to update College enrolment website and ensure content synergy with EnrolHQ.
- Managing enrolment of Academic, General Excellence Scholarships application procedures

Data Management and Student Records

- Responsible for input, maintenance of student admissions data to uphold data integrity and management of EnrolHQ that has synergy to Synergetic database. ICT support as required for specialised, technical advice and support.
- Maintain current student database by the close of business each day in a confidential manner.
- Update prospective, future data into EnrolHQ for currency (live data).
- Ensure Compliance of government data is maintained including but not limited to MEECTA /NAPLAN/FAM/ABstudy data
- Prepare and maintain electronic student files data and records.



- Administer Student exits in accordance with procedure and prepare student transfer forms and correspondence.
- Provision of statistical metrics and milestone reporting to Director of Business and Principal.
- Process Bus subsidy at end of each Semester with the governance of Director of Business.
- Process Centrelink, Abstudy SOFE, Attendance reporting, Census, CSEF returns each term.

Statistical information and Reporting

Prepare and alert EnrolHQ statistical information to ensure data is maintained accurately (live), to report to the Principal and Director of Business with current year enrolments and future calendar year(s) enrolments. Reporting and data integrity of EnrolHQ to record accurate movements. The Admissions Officer shall initiate confirmed student admissions to formal enrolled acceptance to meet set objectives of enrolments.

Desirable Skills and Knowledge for the position

- Demonstrated previous experience in a similar role in an education environment would be preferable. A demonstrated skill set with marketing, communications and sales will be favorable.
- Experience in working in an environment that involves dealing with a wide variety of people in a personable involved manner; listening and the ability to support others.
- Strong interpersonal skills to communicate, work with and listen to with great care during the student admissions process with student and parent needs focus.
- A high level of attention to detail with skills to forward plan to timelines.
- Manage time effectively day to day in a flexible way and make decisions to handle unexpected situations in a professional manner.
- Work independently within delegated authority and within a team environment with a broader sense of the greater College community.
- Professional Conduct is aligned to College policy and procedures to include upholding confidentiality in the strictness of confidence.
- Complete online child safety module and mandatory reporting training as delivered by the compliance officer.
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Work and align with the College values and expectations.
- Able to input basic data entry and comfortable with e-mail communication.



SPECIAL CONDITIONS AND REQUIREMENTS:

- Maintaining a valid working with Children Check and Current National Police Criminal History Check
- Comply with the College's Code of Conduct, Child Safe Policy and Standards.
- Current work rights for Australia
- Current and clear driver's license
- Undertake childsafe and other professional training as required.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. This Position is subject to review and may change in accordance with Newhaven College operational, service and consumer requirements.