



ST PETERS GIRLS

Position Description: Enrolments Coordinator
Level: Full-time, Permanent
Reports to: Enrolments Manager

The School

At St Peter's Girls' School, we focus on collaboration, creative thinking, and innovation, seeking to foster independent thinking and our core values of courage, creativity, and compassion in every student. We aim to develop motivated, versatile, and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

The Position

The Enrolments Coordinator plays a crucial role in assisting with the management of the enrolment process for prospective students, ensuring a seamless experience from personal enquiry to enrolment confirmation. This position involves collaborating with various departments to support new families and students throughout their enrolment journey. The role reports to the Enrolments Manager.

Key Responsibilities

- High-level administration support to the Enrolments Manager and enrolment function, including International Enrolments.
- Oversee the School Tour program and support administration processes, and conduct personal tours as required.
- Support the onboarding process for all families under the direction of the Enrolments Manager, with key Senior Leadership stakeholders, maintaining the School's integrity and reputation for a robust and streamlined admissions process.
- Contribute to the implementation of targeted strategies to maximise enrolment numbers in the Early Learners' Centre and the Junior, Middle and Senior Schools.
- Contribute to the development and implementation of improved workflow processes and procedures.
- Build strong and effective relationships with key stakeholders who are a referral source for students.
- Conduct efficient and effective follow-up procedures including timely communication with families to maximise enrolment conversions.
- Data entry of all pipeline applications and subsequent correspondence.

- Monitor and act on all touch point and pipeline enquiries and report activities to support best practice customer service experience.
- Assist with events and other School functions as required.

Summary of Duties

- Respond to the flow of enquiries regarding the School's enrolment touchpoints.
- Ensure the School is presented in a positive, knowledgeable, and welcoming manner.
- Build positive relationships with current and potential families.
- Assist in maintaining an accurate admissions database.
- Extract data from CRM databases for targeted family communication and tailored reports as required for the Enrolment Manager.
- Liaise and coordinate with Heads of Sub-Schools to schedule enrolment interviews, student visit days and orientation days as required.
- Under the direction of the Enrolments Manager liaise with new families and relevant School staff to ensure a smooth transition of new students to the School.
- Under the direction of the Enrolments Manager support and assist with the coordination of the scholarship process including the advertising of scholarships, organisation of the testing process, auditions, interviews, and associated communication.
- Attend School activities and social functions as required, including some out-of-office hours.
- Any other duties as directed by the Enrolments Manager, Principal or delegate.

Essential Skills & Experience

- A minimum of two years' experience within an administrative, community engagement, marketing, event management position or similar role.
- Meticulous attention to detail and high-level administration and organisation skills.
- Strong competency within the Microsoft Office suite including Teams, Word, Excel, PowerPoint and Outlook.
- Demonstrated ability to work both independently and collaboratively within a team possessing excellent interpersonal and service-orientation skills.
- Proven organisational ability and multitasking capacity to achieve results.

Desirable Skills & Experience

- Previous employment within a school or education setting.
- Competency with the utilisation of CRM databases.

Conditions

This is a full-time permanent position working 37.5 hours per week with four weeks annual leave, to be taken during school holiday periods. Some out-of-hours work will be required due to the nature of the position. The salary offered to the successful applicant will be commensurate with their experience and qualifications.

Cherylyn Skewes
Principal
Oct 2024