



## Role Description

# Admissions & Community Relations

CLASSIFICATION:	TIME ALLOCATION:	REPORTS TO:
Education Support Officer Category B or C Level 2	Part time position equivalent to 0.6FTE	Director of Marketing, Communications and Events
DIRECT REPORTS:	Nil	
APPOINTMENT TERMS:		
Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022		



### POSITION PURPOSE

*The Admissions & Community Relations role is designed to provide prospective students and families with an informative, seamless and welcoming entry process to Avila College. With a focus on positive relationship development, strategic data management and timely communication, it is a vital touchpoint in the school journey, supporting enrolment growth, community connections and the positioning of Avila College as a school of first choice.*

The accountabilities within the role are as follows but not limited to



### Admissions & Community Relations

- ▶ Customer Service
  - Deliver an exceptional customer experience for prospective families.
  - Handle all application and enrolment queries (telephone and digital) in a timely manner.
  - Manage admission interview and intermittent individual school tours for prospective parents.
  - Build strong working relationships across the school, including learning diversity and administration.
  - Maintain a strong awareness of school community activities, events and priorities.
- ▶ Application and Enrolments
  - Oversight of current and future enrolment data.
  - Daily maintenance of enrolment portal and follow up communication with applicants

- Monitor application and enrolment pack imports. Verify data.
  - Run weekly status reports and analyse demographic and geographic data of current and prospective students.
  - Manage Enrolment Offers Process. (EDMs to applications, admission interviews, Offers, Digital Enrolment Pack and waitlist).
  - Liaise with Registrars from neighbouring schools in regard to enrolment applications/exchange of annual Year 7 applications.
  - Manage interviews and paperwork for transfer applications and enrolments (including communications and processing with relevant stakeholders)
  - Student Record Management - Ensure all data and student files are accurate, compliant and up to date.
  - Manage bi-annual student census, ensuring accuracy and deadline submission
  - Support the Transition program for new students.
  - Other administrative duties as required.
- Community Relations and Event Co-ordination
- Proactively develop and foster relationships with primary schools.
  - Contact primary schools on a regular basis with newsletter items, advertisements and news (enrolment dates, transition dates, school tours).
  - Coordinate and manage annual school tours program including registration, queries, set up, event form, presentations, tours and staffing.
  - Coordinate and manage secondary school experience programs including invitations, event management and sessions.
  - Identify potential avenues for community relationship building with prospective families.
  - Additional Duties as required



### *Transition Coordination*

- Transition
- Coordinate and manage transition events including Year 6 Orientation Day and Year 6 Parent Evening
  - Engage with primary schools to gather key academic and pastoral insights that will support a smooth and informed transition process.
  - Support the Year 7 Coordinator to create homeroom groupings.
  - Respond to email and phone enquiries from parents and primary schools throughout the transition period, ensuring relevant information is communicated clearly with the transition team.
  - Coordinate correspondence between parents, primary schools, and Avila to ensure all student information is accurate and that queries are addressed promptly and efficiently.



### *Team Memberships and Relationships*

- Team Memberships
- Marketing and Communications Team
  - Enrolments Team
  - Transition Team
- Relationships Internal
- Director of Marketing, Communications and Events
  - Deputy Principal Student Wellbeing
  - Year 7 Coordinator
- Relationships External
- Broader school community

## Position requirements



### *Knowledge and Skills for this role*

- ▶ Highly effective verbal and written communication skills
- ▶ Ability to prioritise and multi task in a fast paced environment, meeting deadlines with high accuracy and an eye for detail
- ▶ Excellent administration skills including experience in developing systems and processes.
- ▶ Ability and willingness to build productive, highly effective and harmonious working relationships and to liaise with a broad range of both internal and external stakeholders
- ▶ Proven ability to operate effectively both independently with a high degree of initiative and as part of a small team being willing to share knowledge and to be flexible
- ▶ Discreet, ability to make connections, exercise tact and diplomacy, to present professionally.



### *Education / Qualification*

- ▶ Diploma level qualification would be an advantage although not essential.



### *General requirements for non- teaching staff*

- ▶ Current Employee Working With Children Check or ability to attain.
- ▶ National Police Check current to within two (2) years or ability to attain.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.



### *School wide accountabilities for all staff*

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



- For further information regarding this position, please contact People and Culture 9831 9636  
[hr@avilacollege.vic.edu.au](mailto:hr@avilacollege.vic.edu.au)



#### MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.  
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.  
We teach, guide and support our girls to achieve that vision for themselves.  
We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

#### VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

#### CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.