



Introduction to St Luke's Grammar School

St Luke's Grammar School is a Pre K – Year 12 co-educational Christian School and part of the Anglican Schools Corporation. The School seeks to equip students to make a difference in the world.

St Luke's seeks to promote a work environment and culture to attract and retain outstanding professionals by fostering professionalism, commitment, loyalty, Christian values and a high standard of pastoral care.

St Luke's Grammar School employs over 100 full-time and part-time teachers, supported by teachers' aides, peripatetic tutors and administrative and grounds staff.

Applicants for the following position should be able to demonstrate support for the School's Christian ethos and support the busy extra-curricular life of the School.

Position:	Director of Enrolments
Load:	Full-time
Commencement:	Term 3, 2017
Reporting to:	Principal

St Luke's Grammar School is seeking to appoint an energetic and highly skilled Director of Enrolments. The successful applicant will be suitably qualified, have a background in education and enjoy working in a collaborative setting. The successful applicant will be willing to contribute to the extensive extra-curricular life of the School and be a Christian who is actively involved in their church.

Personal Attributes

Applicants should demonstrate a clear understanding and affinity with the ethos and philosophy of the School and will:

- Promote the Christian faith of the School
- Have intellectual strength, professional integrity and a passion for education
- Have a commitment to holistic Christian education
- Demonstrate ongoing enthusiasm, initiative and innovation
- Have the ability to communicate effectively with families and staff
- Show a commitment to their own ongoing professional learning
- Demonstrate approachability and flexibility

Essential Experience, Knowledge and Skills

- Active commitment to the Christian faith
- Relevant educational qualifications
- Experience in an education setting
- Working knowledge of Edumate database

Director of Enrolments Competencies

- Ability to establish and maintain relationships with prospective parents and families
- Ability to effectively manage and lead projects
- Capacity to think and act strategically
- High level interpersonal skills and presentation skills

Director of Enrolments Responsibilities

To provide overall management, co-ordination and oversight of the student enrolment process at both the Dee Why (Pre-K to Year 12) and Bayview (Pre-K to Year 6) Campuses.

- **Enrolment Process – Stage 1 – Enquiry and Application**
 - Respond to Enrolment enquiries in an efficient manner and maintain records of contact with parents of future Enrolments through Edumate.
 - Prepare and send relevant Enrolment Information to parents and maintain records of information sent through Edumate.
 - Follow-up Enrolment enquiries and Tour attendances to encourage the submission of an Application form.
 - Process new Application to Enrol forms in an efficient manner, ensuring that correspondence acknowledging receipt of the Application and providing information on the Enrolment Process is issued and Enrolment appointments are scheduled if needed.
 - Develop and manage the Enrolment Processes through Edumate, including the use of Form Letters and automation processes, ensuring the communication is consistent with expectations of School correspondence, with particular reference to the use of formal language and layout.
 - Ensure that the Applications for students with Disabilities are managed within the legislative requirements of the Anti-discrimination Act and that prompt consultation with the Principal takes place with regard to enrolment enquiries for students with disabilities.
 - To proactively assess Applications to ensure a balanced Enrolment profile prior to establishing interviews.

- **Enrolment Process – Stage 2 – Enrolment Interview**
 - Prepare for Enrolment Interviews.
 - Ensure that Enrolment Information is prepared well in advance of Enrolment Interviews and ensure that parents are well advised about the information that is required at the Enrolment Interview.
 - Advise the Principal or those conducting the Interviews, or any other staff members about any unusual circumstances with regard to the Application to Enrol and the Enrolment Interview.

- **Enrolment Process – Stage 3 – Offer and Acceptance**
 - Produce appropriate documentation for Group Office to notify of new Enrolments and ensure that these are processed efficiently.
 - (Senior School) Liaise with the Deputy Curriculum with regard to the placement of students in classes before producing a timetable to be printed for the student, taking particular care with any promises of enrolment in elective classes that may already be full. Liaise with the Dean of Students with regard to placement of student in Pastoral Care Groups and House Group.
 - (Senior School) Arrange for a Student Diary to be available with the Timetable on the day of commencement for new students.
 - (Junior School) Liaise with Head of Junior School with regard to placement of students into classes.
 - (Junior School) Provide Junior School students (Years 3 – 6) with a Student Diary.
 - Provide advance advice to staff regarding the arrival of new students. This advice should include as much information as possible about the student, the class or classes in which they are to be placed and their commencement date.
 - Ensure that appropriate staff members are organised to meet new students on their first day, and that a buddy has been organised.
 - Take a photograph (head and shoulders) of new student and upload to Edumate before student commences. Ensure that all students have their photographs loaded on Edumate by the end of Week 2, Term 1 each year.
 - Provide regular communication to those remaining on the Wait List, with regards to the Enrolment Process, upcoming School Events and general School Information.

- **Enrolment Process – Stage 4 – Withdrawal**
 - Manage the process for departing students, including advising Principal of any new notifications, responding promptly to notifications of departures in writing, advising key stakeholders of departing students including Library and ICT, ensure that departing student's forms are completed and any outstanding items are debited to student account, promptly advise Group Office of departing student, and organise withdrawal interviews if appropriate.

- **In General:**

Team Collaboration and Relationship Management:

- Work effectively with the Enrolments Co-ordinators at Dee Why and Bayview to ensure the effective operations of the Enrolments Office.

Overseas Students:

- Liaise with Education Agents and the Deputy Curriculum to process and assess Overseas Student Applications.
- Prepare and send Immigration documents to Enrol Overseas Students, utilising the CRICOS PRISMS system.
- Liaise with the Dean of Students and Deputy Curriculum to ensure the ongoing Welfare and Academic Care of Overseas Students.

Academic and Music Scholarship Processes:

- Co-ordinate the Scholarship Process, in liaison with the Deputy Curriculum and the Music Department.
- Manage Scholarship Registrations; organise the Examination day or Audition process, and finalise the awarding of Scholarships.

Enrolment Publications:

- Ensure that sufficient supplies of enrolment documents are readily available. In consultation with the Principal, and the Director of Marketing & Communications, update documents as necessary.

Enrolment Dates & Events:

- At the beginning of the year, organise and confirm the enrolments calendar for the year with members of the Executive and ensure dates are entered into Edumate.
- Organise enrolment information events and orientation days with the assistance of appropriate members of the Senior Executive.
- Assist with the co-ordination of the School's participation in the Schools Expo. Attend the Expo and ensure, in consultation with the Director of Marketing & Communications, that all necessary documentation and equipment is provided at the event. Liaise with the Deputy Principal to establish a timetable of staff to attend the Expo.
- Attend and assist with important School events.

Enrolment Reporting:

- Provide monthly reports to the Principal on current enrolments status as well as information on waiting lists. This is to be provided to the Principal by the second Friday of each month, so details can be included in Council papers.
- Prepare Regulatory Report documents, such as NESA Registration and CRICOS Registration as needed.

Miscellaneous:

- Liaise with the Uniform Shop supervisor as required to ensure that stocks of student uniforms are adequate to meet new enrolments for the beginning of each school year.
- In conjunction with the Principal, and the Director of Marketing & Communications, develop strategies to promote the School to prospective parents particularly through direct approaches to Pre-schools, Mothers' Groups and local Churches.

Please send a covering letter identifying areas of interest and expertise, plus the following information no later than Monday 29 May 2017 addressed to:

Mrs Jann Robinson
Principal
St Luke's Grammar School
210 Headland Road
Dee Why NSW 2099

Email: employment@stlukes.nsw.edu.au

- Cover Letter
- Curriculum Vitae
- The names of 3 x referees, including a professional referee and a referee who can attest to the Christian beliefs and practices of the applicant.

Please direct any enquiries to:

Mrs Elizabeth Little
Executive Assistant to the Principal
T: (02) 9438 6237
E: elittle@stlukes.nsw.edu.au