



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Admissions Assistant

POSITION	Admissions Assistant
RESPONSIBLE TO	Admissions Manager
EMPLOYMENT TERMS	<ul style="list-style-type: none">• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025• Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience
PREPARED BY	Admissions Manager Human Resources Manager
ISSUE: 01	DATE: February 2025

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Admissions Assistant provides a high level of administrative and strategic support to ensure an effective, accurate and professional approach to student enrolment and retention.

Responsibilities include:

- Assisting the Admissions Manager in the development and implementation of student recruitment and enrolment conversion strategies to ensure optimal student numbers
- Ensuring prospective families receive a positive, affirming experience from initial enquiry and through every stage prior to and during entry into the School
- Assisting in managing the School's enrolment records and data, and providing reporting on this data as required



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SPECIFIC DUTIES

The following duties will be in consultation with and under the direction of the Admissions Manager.

1. Communication

- Handle telephone, email and in person enquiries from existing and prospective parents and families in a timely and professional manner
- Regular, professional email communications, including database mailing lists and mail merges, to existing and prospective families
- Follow up outstanding documentation with pending enrolments
- Post notices as needed to the KDS Online noticeboard and parents portals, including adjustments to ELC enrolments, creating forms and links as required
- Communication of The King David Schools admissions events, such as Discovery Tours, Scholarships and Orientation Days
- In conjunction with the Admissions Manager coordinate regular tours of the school for interested families and follow up enrolment meetings
- Assisting to coordinate and attending Admissions events such as open days, day visits, transition events and other internal events as required
- Regular communication with year level coordinators and teaching staff regarding Admissions matters such as confirming day visits
- Liaise with the Principal, Heads of Campus or their assistants to confirm prospective student enrolments interviews
- Provide teaching staff with relevant student data as requested in relation to day visits and future students
- Promote admissions events, such as Discovery Tours, Scholarships and Orientation Days through the School newsletter and parent portal
- Maintain regular communication with Heads of School, Year Level Coordinators and teaching staff regarding Admissions matters such as day visits and experience days
- Provide regular updates to the Admissions Manager on the progress of applications
- Build effective relationships within the wider business team

2. Administration

- Record all initial enquiries (phone, email, walk-ins) from prospective parents in the Admissions Management database (Synergetic)
- Maintain and update online administration of relevant admissions files, forms and templates
- Set up Admissions Interview bookings and communicate to parents
- General correspondence
- Process applications and enrolments in accordance with the school's procedures and follow up outstanding documentation
- Maintain accurate and timely database management of all future students including maintenance and archiving of student files



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- Contribute to process efficiencies and improvement initiatives driven by the Admissions Manager
- Liaise with the Admissions Manager in relation to the school's admissions policies and procedures
- Manage and update records for current, past and prospective students
- Organise enrolment interviews, day visits, and orientation schedules
- Assist with the preparation of Admissions events such as school tours, day visits, scholarship exams, and transition events and participate when required
- Maintain statistical data e.g. enrolment reports, census data, government accountability information

3. Planning and Reporting

- Assist in the preparation of timely and accurate admissions, enrolments, retentions and other reports as directed by the Admissions Manager
- Contribute to Admissions planning
- Active participation in team meetings and building effective relationships within the wider business team

4. General Accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal

ESSENTIAL SKILLS

- 4+ years of administration experience within an educational or professional office environment
- Professional phone manner
- Strong customer service focus
- Excellent organizational and time management skills
- Attention to details
- Strong communication skills, with an ability to effectively communicate with a range of people



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- Ability to build positive relationships with prospective students and families, current school families and staff
- Familiarity with Synergetic database systems
- Google suite (emails, word processing, spreadsheets and presentations)
- A demonstrated understanding of different academic programs offered by schools
- A relevant tertiary qualification

KEY PROSPECTIVE INDICATORS

KPI 1	All enquiries are responded to promptly, accurately and professionally and recorded in the student portal
KPI 2	Student database is well maintained
KPI 3	Diary is managed with all meetings scheduled
KPI 4	Accurate statistical data is provided for Admissions reporting
KPI 5	Successful organisation and running of Admissions events

Please sign below to confirm that you have read and understood the Position Description above:

Signature

Date