



## Admissions Officer

**Part time (0.4FTE), immediate start (negotiable)**

St Mark's requires an additional Admissions Officer to work in conjunction with the existing full time Admissions Officer. The role is part-time (0.4FTE), with hours 8am to 4pm (negotiable)

**Applications for this position close on Friday 22 February 2019 at 3.30pm**

### Day-to-Day Responsibilities

- Actively support and uphold the School's values and ethos, and strive to present the School in a positive manner
- Endeavour to build positive relationships with prospective families through friendly, efficient management of the Admission process
- Accurate entry and maintenance of data for new enrolments
- Filing and maintenance of Application Forms
- Careful checking and updating of MAZE data from information on Acceptances documents, and follow up of missing data, as necessary
- Maintenance of the MAZE waiting list data base and the physical student files
- Advice to staff of 'Commencing Student' and 'Student Leaving' notifications
- Student Transfer notifications for all new students
- Work independently, and collaboratively, as a key member of the Administrative team
- Be enthusiastic to develop the scope of this position

### Assist the full time Admissions Officer with:

- Preparation of waiting list data, in accordance with the Admission's Policy, as part of the selection and offer process
- Arranging interviews for new parents with Heads of School
- Preparation of Offer documents and student files
- Co-ordination of Orientation days in partnership with relevant Heads of School
- Allocation of House and Pastoral Care Groups for new students (K-12)
- Maintaining the Excel data base of "Withdrawn" students details
- Maintaining the Excel data base of student numbers
- Support of Parent Information Evenings
- Annual End of Year Role Over of Future Students to Current Students
- Enrolment and management of data for international students

### General Expectations

- Demonstrate the very highest level of personal insight, initiative and maturity in all that is done
- Display positive interpersonal skills and a sense of flexibility and willingness to work as an integral member of the team
- Be involved in the life of the School to ensure awareness and accuracy of communications
- Serve cheerfully as a good ambassador of the School, presenting a positive and professional image of St Mark's to the community
- Adhere to the Staff Code of conduct

## **Personal Attributes**

Our ideal candidate will:

- Have excellent customer service skills
  - Relate well to parents and staff
  - Be self-motivated and energetic, but prepared to receive advice and direction
  - Pay attention to detail and accuracy
  - Demonstrate excellent organisational skills
  - Use effective communication skills when dealing with broad range of people.
  - An ability to work as part of a team.
  - Appropriate tertiary qualifications and experience
  - Support for the School's Christian ethos as well as the co-curricular and extra-curricular life of the School.
- Please refer to the School's Values at [www.stmarks.wa.edu.au](http://www.stmarks.wa.edu.au)

## **Selection Process**

Applicants are required to:

- Submit a CV with a covering letter
- Complete the attached application form.
- Have a current Working With Children card.
- A 100 point identity check will be required if a position is offered.

## **Applications for this position close on Friday 22 February 2019 at 3.30pm**

Please complete the attached application form, and send it with a covering letter and CV to [principal@stmarks.wa.edu.au](mailto:principal@stmarks.wa.edu.au).

If you have any questions, please call (08) 9403 1302

### ***About St Mark's Anglican Community School***

*St Mark's promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.*

*St Mark's employs over 200 full and part-time teachers, supported by Education Assistants, music tutors and administrative, grounds and maintenance staff. Teaching staff salaries are paid under the Independent Schools' Teachers' Award, as amended by the Enterprise Bargain agreed to by the Anglican Schools Commission, in accordance with training and experience. Non-teaching staff are employed under appropriate Award conditions to which over Award payments are applied.*

*Applicants should also be able to demonstrate support for the School's Christian ethos as well as the extracurricular life of the School.*

### ***Privacy Statement***

*In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.*

### ***St Mark's Anglican Community School is a Child-safe School***

*St Mark's is committed to being a [child-safe organisation](#) through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at St Mark's are subject to screening and assessment against child safety standards as part of the recruitment process, and will be required to participate in annual training in this regard.*

# St Mark's Anglican Community School

## Application for Admissions Officer

<i>Title</i>	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Postal address</i>			
<i>Residential address (if different from postal address)</i>			
<i>Email address</i>			
<i>Preferred phone number</i>			
<i>Working With Children Check Number</i>		<i>Police Clearance</i>	
<i>Expiry date</i>		<i>Expiry date</i>	
<i>Visa details (if relevant)</i>			
<i>Tertiary Qualifications (if relevant)</i>			
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<i>Current studies or professional memberships (if relevant)</i>			
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<i>What appeals to you about this position?</i>			
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<hr/>			
<i>How did you hear about this position:</i>			
<input type="checkbox"/> Friend/Colleague <input type="checkbox"/> School website <input type="checkbox"/> SEEK <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other _____			

## Current Employment History

Name of **current** employer

Employed from (*date*)

Position(s) held

Primary role(s) in your *current* employment

## Previous Employment History

Name of **previous** employer #1 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #2 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #3 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Please provide details of **three** referees

Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Other <b>relevant</b> information _____ _____ _____ _____	
<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid black;"> <p style="color: red; margin: 0;"><i>I acknowledge that all details on this form are true and correct, and acknowledge that failure to provide accurate information may result in withdrawal of my application or termination of employment if the application is successful.</i></p> </div>	Signature _____ Date _____

**Privacy Statement:**

*In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.*

## Application Checklist

- Application for Non-Teaching Position (*this form*)
- Covering letter
- Curriculum Vitae
- \* Copy of Working With Children Check card
- \* Copy of Police Clearance

*\* Proof will be requirement if a position is offered.*

Your completed application should be emailed to [principal@stmarks.wa.edu.au](mailto:principal@stmarks.wa.edu.au)