



Position Description

Position title	Head of Enrolments	
Reports to	Business Manager	
Classification	School Officer level 5 step 1	
Department	Administration	
Location	All Souls St Gabriels School - Charters Towers	
Nature of employment	Full time permanent	
Contact officer	Name	Trish Hilder, HR Manager
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About All Souls St Gabriel's School

All Souls St Gabriels School (ASSG) is an Independent, Co-educational, Pre-Prep to Year 12, Day and Boarding School in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is in Charters Towers, 130km west of Townsville. Charters Towers is an educational hub hosting several well-established boarding Schools.

Our Mission

To nurture young people in the development of their Mind, Body and Spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge and desire to contribute, lead, and serve.

Our Values

Integrity – We are honest with ourselves and others, we listen to our conscience to do the right thing.

Respect – We have respect for ourselves and others, history and tradition and our environment.

Resilience – we are encouraged to extend ourselves, to see every hardship, challenge and error as a learning experience and an opportunity to grow.



Service – Our school motto, *Severe regnare est*, “To serve is to reign” inspires us to think beyond ourselves and to consider the needs of others and our community.

The position

As the Head of Enrolments you will:

- Lead the enrolment processes of the School.
- Respond to all queries from the public regarding enrolments.
- Attend planned marketing opportunities to provide enrolment advice to the public eg attendance at Richmond Field days, Hughenden and Winton Shows.
- Provide comprehensive information to the Headmaster of potential enrolments.
- Liaise with Key Stakeholders such as Alumni and other school groups.
- Assist in the development and maintenance of enrolment policies, electronic systems and databases that support the enrolment process.

The Enrolments Officer reports to the Business Manager, or their delegate.

Main Objectives of the role

1. Enrolments
2. Community Relations
3. Administration
4. Stakeholder & Alumni Relations

Enrolments

- Lead all stages of the enrolment process to ensure a high-quality, efficient, and service-oriented experience for prospective families.
- Manage the full application and enrolment process for both domestic and international students, including:
 - Responding promptly to enrolment enquiries and maintaining accurate records within the School’s enrolment systems.
 - Managing enrolment platforms to import, collate, and verify student and family data.
 - Conducting thorough data checks to ensure accuracy of student records in Veracross.
 - Preparing, updating, and distributing enrolment packs and related materials.
 - Coordinating school tours and enrolment interviews.
 - Preparing and issuing all formal enrolment documentation, including Letters of Offer and Contracts.
 - Organising and supporting School Tours and enrolment-related events.
- Lead the School’s Scholarship Program and Testing Day, including advertising, registration, ACER (or equivalent) test coordination, room setup, interviews, correspondence, offers, and records management.



- Manage and maintain the School's enrolment waiting list in consultation with the Headmaster.
- Represent All Souls St Gabriels School at external enrolment and promotional events.
- Generate and distribute enrolment data, status reports, and statistics as required.
- Coordinate with the Finance Office to ensure confirmation and processing of enrolment payments.
- Manage and support student exit processes, where appropriate.
- Collaborate with members of the Senior Leadership Team to support student transition and orientation activities.

Community Relations

- Provide a warm and professional welcome to visitors, parents, and community members.
- Represent the School at local community events, including participation in market stalls and similar outreach activities.
- Develop, produce, and maintain communications and promotional materials for prospective families (e.g. parent letters, brochures), ensuring consistency with the School's brand.
- Coordinate community engagement activities in collaboration with School-affiliated groups and associations.
- Support the planning and delivery of key School events, such as Valedictory and Community Celebration Days, including occasional work outside standard business hours.
- Liaise with the Marketing team to identify opportunities to strengthen the School's presence within the local business community.
- Explore and support opportunities for parent, alumni, and broader community involvement.
- Review and advise on parent communication practices across the School to ensure clarity, tone, and effectiveness.
- Ensure all external communications are aligned with the School's brand guidelines.
- Support the design and delivery of student, parent, and staff surveys in collaboration with key stakeholders.
- Prepare and distribute internal communication documents for staff, as required.

Administration

- Maintain and regularly update all enrolment and admissions documentation.
- Manage the entry, updating, sharing, and archiving of enrolment data across all stages of the admissions process, ensuring relevant staff are informed.
- Enter and maintain PRISMS data, including Confirmation of Enrolments (CoEs), Welfare Letters, payment details, and other required information.
- Ensure all CRICOS and associated documentation related to International Students is up-to-date, including policies, Codes of Conduct, and Written Agreements.
- Coordinate the annual review and update of the School's enrolment policies and procedures.
- Process the annual end-of-year roll over for all students within the School's administration system.



Stakeholder and Alumni Relations

- Maintain databases of all current parents and past students.
- Track and record achievements of prominent past students.
- Act as a liaison between the School with the All Souls St Gabriels Past Students Association Inc. as well as other support groups and committees.
- Assist Past Student Association with reunions and alumni-focused events.
- Maintain positive relationships with Past Students through active and ongoing communication.
- Liaise and report to the ASSG Foundation regarding the Scholarship program.
- Foster strong connection with the ASSG Parents and Friends Association (P&F).

Keys Skills, Attributes and Qualifications

- Thorough understanding of the Boarding School context.
- Strong understanding and or connection to Western Queensland.
- Thorough knowledge of current Family Law provisions and their implications for school enrolments
- Excellent attention to details and accuracy of imputing data.
- Excellent interpersonal skills to enable effective communication at all levels.
- Highly developed oral and written communication skills.
- High level skills with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Google Platform, Design Programs, including Canva and Adobe Suite (InDesign) and Social Media Channels (Facebook, Instagram, LinkedIn and Twitter).
- Ability to work flexibly and willingness to work at after-hours functions.
- Demonstrated capacity for intercultural understanding and communication.
- Perform other such duties as are required from time to time as directed by the Headmaster or their delegate.

Experience in marketing/enrolments in a school environment is highly desirable.

A mandatory requirement of this role is:

- In accordance with the Working with Children (Risk Management and Screening) Act 2000 a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.