



# POSITION DESCRIPTION

<b>Role</b>	Admissions Engagement Coordinator
<b>Team</b>	School Development - Admissions
<b>Reports to</b>	Head of Admissions
<b>Employment Type</b>	Full-Time or Part-Time

## The Role

The Admissions Engagement Coordinator works within the Admissions Team to provide an exceptional experience for future parents considering St Hilda's. The role will lead the planning and delivery of admissions-related events that promote enrolment growth and strengthen community engagement loyalty.

The role plays a key part in maintaining enrolment targets, strengthening the school's reputation, and supporting strategic growth through relationship-building, data-informed decision-making.

This role will require collaboration with a range of internal stakeholders to ensure engagement opportunities reflect brand values.

## Key Responsibilities

### Family Engagement & Experience

- Manages the planning and delivery of all the events relevant to Admissions (Group tours and open days, scholarship test, orientation, new families' inductions, Discovery Days and community events)
- Actively stewards families from enquiry to commencement at the school
- Represents the school at external events
- Provides advice on how to improve the first impression received at St Hilda's.
- Undertakes additional duties as directed by the Head of Admissions, Director of School Development and the Principal

### Admissions Operations

- Works with the Admissions Assistant and the Head of Admissions to ensure the admissions journey from enquiry to onboarding is efficient, compliant and consistently aligned with St Hilda's values and policies
- In collaboration, manages all aspects of enrolments with accurate records and provides enrolment statistics, projects and trends as required
- Builds a strong understanding of the school's points of difference, curriculum, co-curricular activities and school events to provide accurate information to families
- Responds promptly, professionally and positively to enquiries for new enrolments
- Maintains accurate and confidential student records within the admissions databases
- Supports the Head of Admissions with strategic planning

## Compliance & Policy

- Employees must read and comply with all School policies, procedures and the like as amended from time to time, whilst demonstrating professional workplace behaviours in accordance with the School's Code of Conduct and values.

## Health & Safety

- Employees must ensure they take care for their own safety, and that of their colleagues and students, whilst in the workplace and at work-related events. Employees will take all steps necessary, including as directed by the School from time to time, to ensure the safety of everyone in the workplace. In relation to students and children, this includes complying with all policies, procedures, guidelines, applicable legislation and directions from the School regarding child safety and protection.

## **Skills and Attributes**

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### Essential

- Event management experience
- Stakeholder management experience
- Excellent interpersonal and communication skills with the ability to build trust quickly
- High attention to detail and strong organisational skills
- Sales skills
- High level of proficiency with Microsoft 365 and other databases
- Ability to manage multiple priorities with professionalism and discretion

### Personal Attributes

- Warm professional and service-oriented approach
- Confident communicator and relationship-builder
- Proactive, adaptable and solutions-focused
- Strong cooperative and collaborative behaviour

### Desirable

- Previous experience in admissions, enrolment management customer engagement or a similar role
- Previous experience with Synergetic and EnrolHQ or other enrolment platforms
- Understanding of enrolment trends and school market dynamics