



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Admissions Manager

POSITION	Admissions Manager
RESPONSIBLE TO	Chief Operating Officer & School Principal
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	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 fulfil 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.

Duties & Responsibilities

- Receiving and following up enrolment enquiries
- Maintaining regular contact with prospective parents and following through coordinating open days and individual School Tours as required for prospective parents
- Coordinating pre-entry procedures: interviews with Principal, Day Visits, testing as required
- Assisting with Information Evenings and other functions where enrolment opportunities and retention of students is a focus



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- Develop & coordinate all programs for all prospective students (e.g. Experience Day and Connect Day)
- Co-ordinating Scholarship Exams
- Liaising with the Vice-Principal Teaching and Learning to maintain current information on educational programs
- Providing statistical data e.g. enrolment reports, census data, and other government accountability information
- Liaising with Community Relations in development of marketing campaigns
- Maintaining accurate records in the Student Database
- Providing monthly reports to Management on current and prospective enrolments and statistical information on leavers
- Other duties as directed by the Principal or COO

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

Requirements

The Admissions Manager must demonstrate:

- A pleasant personality, excellent communication skills and the ability to be a good ambassador for the school
- Understanding and commitment to the Vision and Mission of The King David School
- Knowledge of School curriculum and teaching programs
- Excellent administrative and computer skills and knowledge of database work
- Strong organisational skills and an ability to work autonomously and creatively



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Key Performance Indicators

KPI 1	Increase enrolments at The King David School
KPI 2	Assist in retention of students
KPI 3	Maintain accurate student records
KPI 4	Provide accurate statistical reports and lists
KPI 5	Ensure that enrolment events are professionally managed and staged

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

Signature

Date