



Director of Admissions

At Shore, one of Australia's leading comprehensive schools, we have a proud tradition of educating young people since 1889. Founded with a vision of creating a School of the highest calibre, we provide a diverse and inclusive education aligned with the principles of the Anglican Church.

Our commitment to holistic education equips students with the skills and values they need to thrive in any life path. While we honour our rich traditions, our motto, "They hand on the torch of life," drives us to focus on the future.

At Shore, you will be part of a vibrant community dedicated to fostering young leaders prepared to succeed and serve.



SHORE



A Shore education is dedicated to realising every aspect of child's potential – intellectual, emotional, and spiritual.

Our mission, guided by our Christian values, is to ensure that every child receives the support, guidance and instruction they need to become the very best version of themselves – a philosophy and path that will take them from the classroom to the world at large and their role in the broader community.

Educating young people and helping them develop for the future is a wonderful responsibility and privilege.

We believe passionately in the value of a holistic education that realises every facet of a student's potential.





**HANDING ON THE
TORCH OF LIFE**

OUR MISSION

Our Mission is to educate and shape students of strong character, rigorous intellect and Christ-inspired virtue, who thrive and serve in their communities and beyond.

OUR ASPIRATION

We are currently recognised as a pre-eminent Australian school. We aspire to be globally recognised as a leading comprehensive school that educates and shapes young people who impact their communities and the world for good.



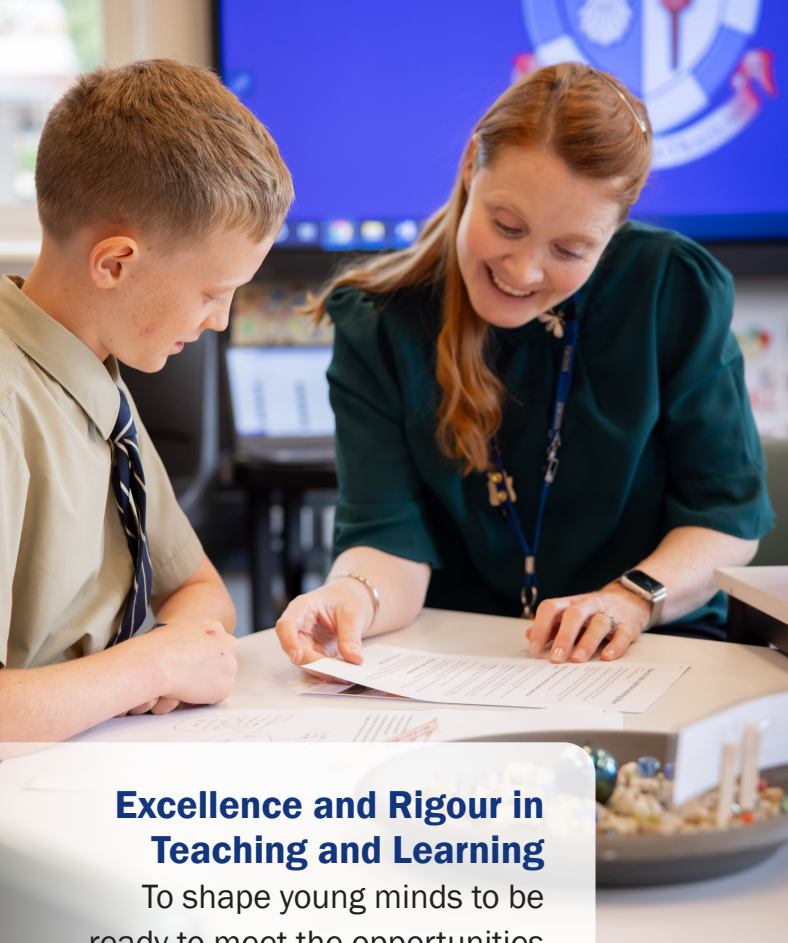
OUR GUIDING VIRTUES

We have a rich tradition of handing on our enduring virtues to each new generation of students, a tradition that is grounded in our Christian identity. These virtues are expressed through our distinctive approach to educating and shaping students and they guide our whole community as we strive to fulfil our Mission.



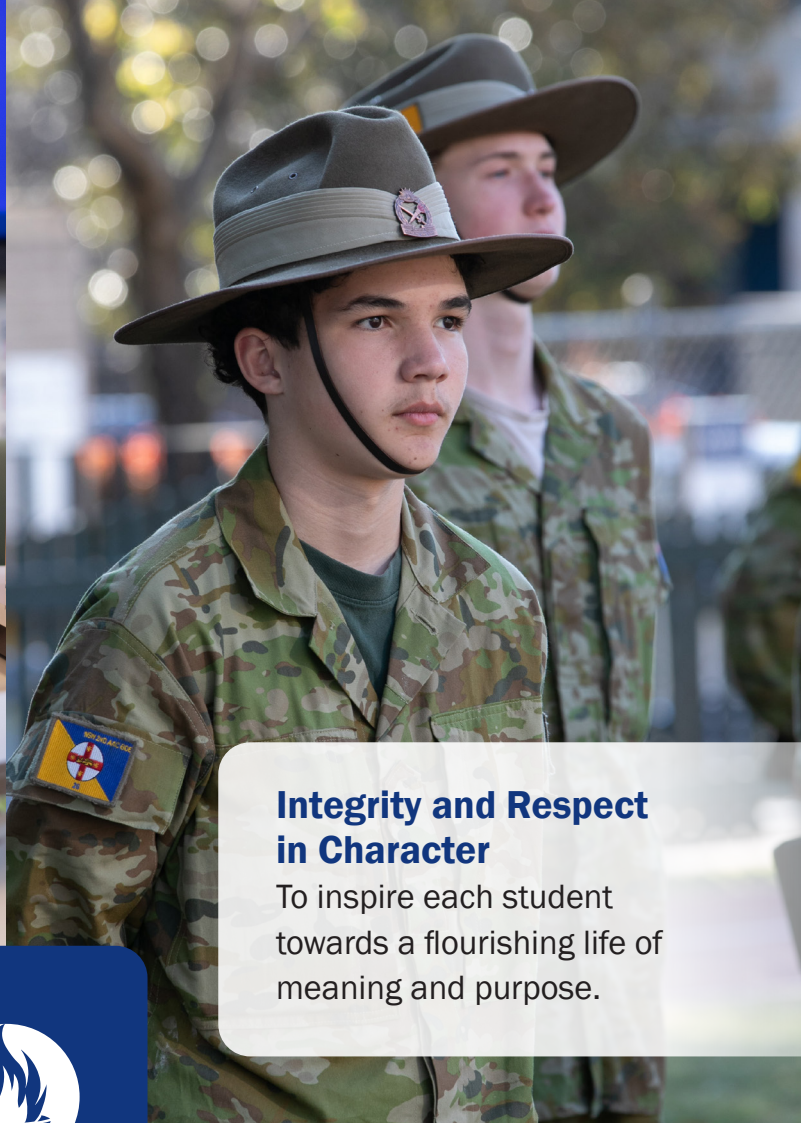
SCHOOL MOTTO

Our motto, "they hand on the torch of life", keeps our focus on the future and inspires our community to continue building young people ready to succeed and serve.



Excellence and Rigour in Teaching and Learning

To shape young minds to be ready to meet the opportunities and challenges of the future.

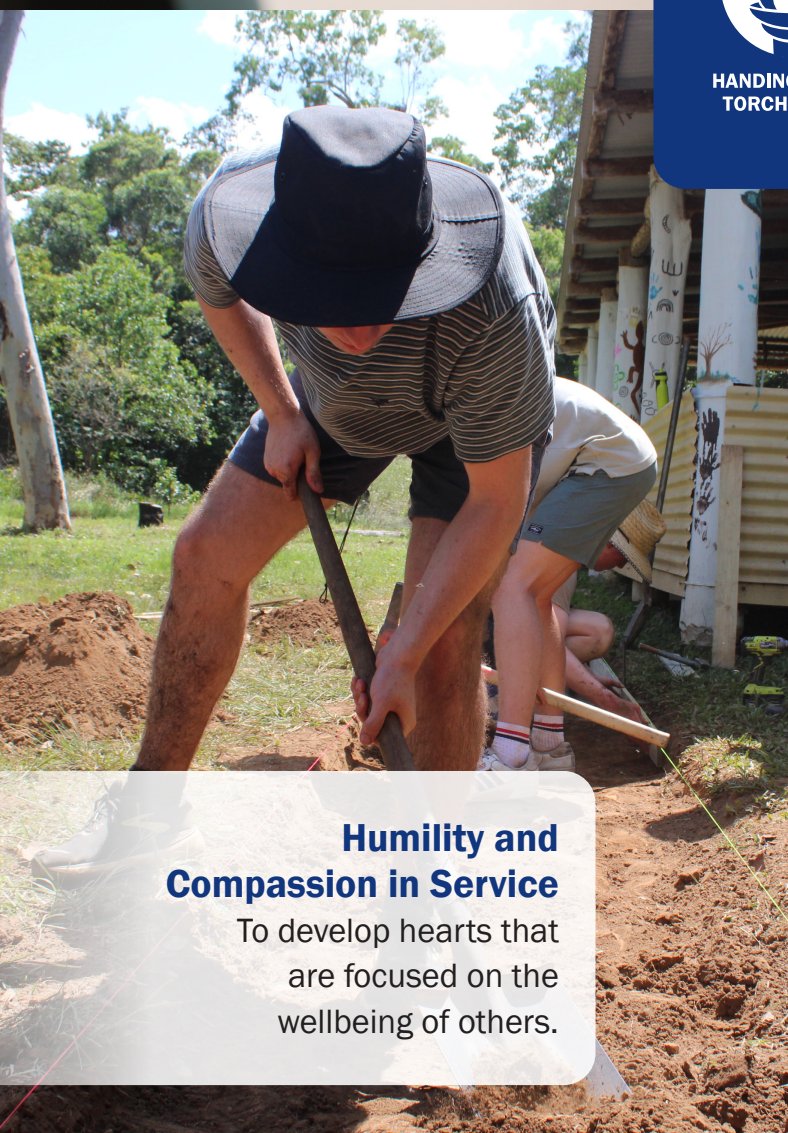


Integrity and Respect in Character

To inspire each student towards a flourishing life of meaning and purpose.



HANDING ON THE TORCH OF LIFE



Humility and Compassion in Service

To develop hearts that are focused on the wellbeing of others.



Faithfulness and Commitment in Community Life

To build capacity to support our Mission today and into the future.

STAFF BENEFITS

We aim to inspire, and develop staff across the school; building and fostering a sense of collaboration and providing a stimulating professional environment imbued with opportunities for professional learning and growth, collaboration, and reflection.

We offer:

- Extensive professional learning opportunities
- Staff development programmes
- Stunning campuses in the heart of North Sydney and Northbridge
- World class facilities
- Lunch provided daily during Term time
- Use of sports facilities including gymnasium and swimming pool at the North Sydney campus
- Pilates classes
- Salary packaging and novated lease arrangements available through a preferred supplier
- Central North Sydney location at the Senior School campus with North Sydney station at our doorstep and within easy reach of a number of bus routes and the new Sydney Metro.
- Free influenza vaccinations
- Employee Assistance programme
- Flexible work arrangements.





POSITION DESCRIPTION



SHORE

Director Admissions

Position Title

Director of Admissions

Department

Admissions

Reports to

Headmaster

Location

North Sydney

Type of Employment

Full Time

Classification/Grade/Band

AIS MEA

Reporting Relationships

Head of Admissions

Assistant to the Director of Admissions

Admissions Co-Ordinator

Shore Values and Vision

Shore's dynamic tradition is founded on authentic and transformative Christian faith, with emphases on engaged rigour in teaching and learning, integrity and respect in character, humility and compassion in service, faithfulness and commitment in community life, personal best in games and cocurricular activities. With this as its foundation, and within the terms of its charter, Shore seeks to be the leading comprehensive school in Australia.

Our priority has always been delivering the utmost excellence in teaching and learning and the student's character development in our care. Our motto, "they hand on the torch of life", keeps our focus on the future and inspires our community to continue building young people ready to succeed and serve.

Shore therefore fosters a learning community for its students and staff which promotes:

- Promotes a Christian understanding of the world and society in which we live
- Pursues and celebrates academic performance in a culture of learning and thinking
- Challenges all to be responsible citizens with an attitude of service to others
- Welcomes new experience and learning at all stages of life
- Lives according to the Christ-like virtues of humility, perseverance, courage and love of others
- Develops individual gifts and talents and cultivates the habits of successful team membership.

Role Purpose

The Director of Admissions is responsible for proactively leading and managing the admissions function with the goal of securing full enrolments at the School. The role involves developing and executing strategies for the Admissions team, in collaboration with other key stakeholders within the School to optimise enrolments. The role supports the School's strategic objectives by strengthening the profile of the School, driving robust enrolments and developing and implementing comprehensive strategic student recruitment and retention plans. The Director of Admissions collaborates with other departments to ensure the admissions process is efficient and effective. Reporting directly to the Headmaster, this role requires a proactive strategic thinker and planner who can respond to the needs of prospective families.

Role Responsibilities

Admissions

Lead the enrolment process:

- Lead strategic programs specifically around the admission strategy with a focus on optimising outcomes
- Proactively lead admissions process, anticipate opportunities and improve systems and processes to ensure full enrolments, high level communication with families and a consistent approach to admissions
- Implement and oversee information and data management systems that ensure relevant information is collected, recorded, and utilised at appropriate points during the enrolment process.
- Lead the team responsible for developing, delivering and implementing enrolment strategies and projects
- Work closely with the Head of Admissions to ensure that events such as Tour Days, Shore Mornings, New Boys' Days and Orientation Days provide a welcoming and informative experience that inspires confidence and interest in the School.
- Ensure a smooth transition into the School for new families by facilitating induction events, process and relationships.
- Develop and implement admissions policies and procedures
- Collaborate with other departments to ensure a smooth admissions process
- Develop, maintain, and collaborate with key internal and external stakeholders including school leaders, communities, and local authorities, to align growth strategies and business requirements
- Represent the school at admissions events and conferences
- Collaborate with marketing and communications teams to promote the school to prospective students
- Work with academic departments to ensure that admissions standards align with the school's academic goals
- Manage relationships with external vendors and service providers
- Identify and report to the Headmaster and the Executive on enrolment projections and key performance indicators.
- Ensure that the day-to-day admission process is compliant with relevant legal standards, specifically CRICOS Standards.

Strategies

- Lead project planning sessions, oversee deliverables and hold accountability for delivering on all time-sensitive outcomes to ensure projects meet the required deadlines
- Build waiting lists to ensure the long-term sustainability of the School.
- Understand the School's ethos and approach and how this relates to key trends in education.
- Analyse admissions data and make recommendations for improvement
- Provide high-quality transparent status reports and documents for Headmaster, Council and executive staff, regarding progress and financial performance to assist with strategic decision-making
- Stay up-to-date with industry trends and best practices
- Ensure compliance with all relevant laws and regulations
- Advise the Headmaster and implement strategy to ensure that the profile and structure bursary programs serve the interests of the School.
- Contribute to strategic planning and decision-making as a member of the school's leadership team

Communication

Work with the Community Engagement Team to:

- Lead the production of documents and publications providing accurate, targeted information to prospective parents.
- Lead the development of targeted marketing plans and outreach campaigns based on demographic modelling that increase engagement and build waiting lists.
- Act as a conduit for School Leadership in articulating the School's core values to prospective families.

Relationship Building

Build Strong Relationships with:

- Current families and the local community to sustain trust and increase advocacy of the School by seeking opportunities to actively engage.
- Prospective families to create a strong connection with the School that inspires confidence and trust.
- Feeder schools to increase enrolment enquiries.
- Independent schools to ensure a strong network within the sector and stay abreast of current trends and approaches.
- Liaise with community organisations, schools and other agencies to promote scholarships and attract a broad range of high-quality applicants.

Selection Criteria

Essential

Qualifications

- Bachelor's degree in a relevant field
- 5+ years of experience in admissions or related field
- Advanced First Aid Certificate
- CPR Accreditation

Knowledge and skills

- Strong communication and interpersonal skills with adults from a wide range of backgrounds
- Excellent written and communication skills
- Knowledge of admissions policies and regulations
- Strong ICT skills and the ability to implement data-management systems and processes.
- Strong analytical, reporting and IT skills, and a knowledge of a range of software packages such as Synergetic would be a definite advantage
- Ability to lead, motivate and manage staff
- Ability to develop and maintain relationships with key stakeholders
- Ability to work under pressure and meet deadlines
- Aptitude to coach, motivate and manage people.
- Initiative, maturity of judgement, resilience.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and support its values.
- Competence in Microsoft Office Suite
- High level of organisational skills and attention to detail

Experience

Demonstrated Experience

- Admissions experience in an education context and/or with responsibility for client-relationship management.
- A dynamic thinker who has a proven track record of effectively problem-solving issues as well as long term planning
- Demonstrated success in achieving goals
- Ability to manage budgets, timelines, and resources effectively to achieve goals
- Experience in developing and managing robust policies, systems and procedures.
- Strong understanding of the use of data to underpin strategy development and track performance.
- Experience in developing and implementing admissions strategies
- Experience in data analysis and reporting
- Understanding of budget processes and financial controls.

Professional Development

Maintain own professional development in order to ensure safe and current practice by:

- Continually develop both personally and professionally to meet the changing needs of career and industry actively participate in the Performance Management process as required;
- Evaluate own performance to identify strengths and areas where professional growth can occur;
- Actively participate in relevant professional bodies; and
- Attendance at professional development activities organised at the School and relevant external agencies to increase knowledge, experience and skills held.

Safeguarding Children and Young People

- Participate in Child Protection training and education as appropriate;
- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid 'working with children' documentation;
- Undergo periodic 'national criminal history record' checks;
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

Work Health and Safety

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identify and report incidents/hazards/injuries (and reacting appropriately to potential hazards);
- Participate in WHS training and education as appropriate;
- Engage with School policies and procedures around WHS

It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting, as a school we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Shore positions itself as a premium employer by offering exceptional professional opportunities and recognising the valuable contributions of teachers through various roles across the academic and co-curricular life of the School.

By joining our team you will belong to a community of dedicated, highly trained and committed staff whose sense of care for individual students and each other is remarkable.

Your CV and letter of application should be addressed to the Director of Human Resources.

Please email any enquiries to recruitment@shore.nsw.edu.au

Shore is committed to protecting children and young people from harm. We require all applicants to undergo a screening process prior to commencement that involves, but is not limited to, comprehensive reference checks and a Working with Children Check.



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Sydney Church of England Grammar School

Blue Street, North Sydney

PO Box 1221 North Sydney NSW 2059

Telephone: +61 2 9923 2277

www.shore.nsw.edu.au

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SHORE