



Admissions Coordinator

Title	Admissions Coordinator
Classification	Education Support – Category C Level 3
Appointment duration	0.6 FTE
Date Reviewed	May 2025

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Admissions Coordinator plays a key role in promoting the College, managing the enrolment process and fostering strong relationships with prospective families and the broader school community, with the support of the Director – Community Relations and Admissions.

This position ensures an exceptional experience for all prospective students and their families, from initial enquiry through to enrolment and transition. Additionally, the role supports key community events to enhance engagement and connection with the College.

Key Responsibilities

Enrolments & Transition

- Respond promptly, professionally and warmly to enrolment enquiries, following up with families to encourage on-site tours and application fulfilment.
- Conduct College tours as required, ensuring an engaging and informative experience for prospective families.
- Proactively follow up on all enrolment applications, promoting the College and providing accurate and relevant information.
- Maintain and organise records and numbers of prospective students.
- Engage Student Leaders to assist on Open Morning Tours.
- Coordinate and manage the annual Year 7 interview day including compiling Learning Support details and scheduling interviews.
- Contribute to the effective management of the prospective student records in Synergetic platform.
- Manage administrative tasks related to all aspects of enrolments.
- Assist in refining and implementing enrolment procedures to enhance efficiency and effectiveness.
- Build strong relationships across the College and support Community Engagement initiatives as needed.
- Represent the Admissions team at events, providing information on College programs and admissions processes.

Community Events Support

- Prepare marketing materials for Primary School engagement and visits.
- Assist the Director - Community Relations and Admissions in the planning, organisation (inc. Risk and Compliance / Maintenance administration), budgeting and setup/pack-down of key Admissions Team events, including:
 - Open Day
 - Community Movie Night
 - Mother's Day Breakfast
 - Father's Day Breakfast
 - Open Morning Tours
 - Grandparents' Events
 - Staff Christmas Picnic
 - Experience Whitefriars Day
 - Whitefriars Parents' Association events
 - Old Collegian (Alumni) events
 - Grade 5 and 6 Transition Days
- Identify and explore additional opportunities to engage with the College community.

- Manage purchasing and inventory of College merchandise, exploring additional merchandise opportunities.

Key Selection Criteria

- Commitment to the Ethos and Values of Whitefriars College
- Ensure a Child Safe environment and adherence to MO1359
- Presents a professional, warm and welcoming nature.
- Strong written and verbal communication skills, delivering empathetic, customer-focused messages.
- Maintains strict confidentiality and demonstrates integrity.
- Compassionate and people-oriented, with active listening skills.
- Excellent time management, balancing multiple tasks and enquiries effectively.
- Experience with Synergetic and Microsoft Office Suite (Word, Outlook, Excel) preferred but not essential.
- School-based experience in a similar role is highly regarded.

Terms and Conditions

This position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).

All employees at Whitefriars College are to follow college policies and procedures, including the Occupational Health and Safety Act 2024 and Equal Opportunity Act.

The successful applicant will be required to hold a Working with Children Check, inclusive of a current National Police Check.



Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to employment@whitefriars.vic.edu.au no later than **9.00am on Monday 23 June 2025**

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.