



POSITION DESCRIPTION

Title of Position: Enrolments Administrator

Responsible to: Principal

RESPONSIBILITIES AND OUTCOMES

Student Enrolments

- Promote Yavneh to the wider community and assist families in the process of selecting the school for their children
- Conduct detailed tours through both campuses for prospective families
- Enhance and maintain enrolment procedures and processes with high attention to detail
- Provide efficient, informative and personalised communication and service to prospective families
- Facilitate the logistics of orientation and 'come and try' days for prospective and new students
- Provide ELC families with annual confirmation of the following years' bookings
- Liaise with Heads of ELC, Primary and Secondary to arrange information and orientation sessions and transition programs
- Manage and maintain systems that hold student data (SAS) with a high level of accuracy
- In collaboration with the Leadership Team, develop and maintain an innovative strategy for enrolment utilising the school's website as a main tool for information sharing where possible
- In collaboration with the Leadership Team, plan and implement events to showcase 'Why Yavneh?' – (attraction and retention strategy) at least one per sector of the school per year
- Maintain and provide regular enrolment data to present to the Principal and College Executive
- Provide projected data for the following year and up to date forecast figures for upcoming school terms
- Develop and action an enrolment strategy working closely with the Principal and PR and Marketing team
- Review and revamp the enrolment pack to ensure information is relevant and attractive, and informs families of the school and its offerings
- Search for, identify and share enrolment trends and patterns of withdrawal across the school and provide recommendations to the Principal for improved retention
- Liaise with the Leadership Team to further enhance the school's educational programs services and image to the wider community
- In collaboration with Marketing and PR, devise a marketing schedule to engage our current community and increase the reach into the wider community
- Assist the Principal with related and required tasks

Professional Growth & Learning

- Ongoing review and evaluation of administrative/marketing practices using a range of measurement tools and adapting practices to maximise outcomes
- Keep abreast of new advances in administration/marketing and access their value-add in the context of Leibler Yavneh College
- Maintain professional confidentiality at all times
- Be flexible with work schedule as required



CAPABILITIES & BEHAVIOURS

- Demonstrate personal energy and enthusiasm for working with ELC and primary/secondary students and families and school personnel
- Foster a culture of openness and transparency
- Encourage collaboration across student, staff and community groups
- Promote with passion the values of Yavneh
- Strong familiarity with the Jewish community
- Demonstrate high degree of professionalism with uncompromising attention to confidentiality at all times
- Be empathetic and discreet in guiding families through a pivotal time of transition
- Excellent oral and written communication skills
- Demonstrated ability to provide a high level of customer service in all activities
- Professional attire at all times, in keeping with the ethos of the school
- Develop effective working relationships and rapport with students, staff, parents and community groups
- Proven ability to be flexible, creative and innovative
- Proven ability to prioritise and to co-ordinate high volumes of work under pressure of meeting deadlines
- Demonstrated ability to work within a dynamic environment
- Proven ability to operate with a high degree autonomy
- Strong initiative and problem solving skills
- Excellent attention to detail
- Proven research skills
- High level of ability in proof reading, editing and producing publications
- High level of accuracy in entering data and monitoring spreadsheets