



Head of Admissions

Permanent Full-Time

\$110,000 - \$145,000 pa (+ Super) depending on experience and qualification

Hours 8.00am to 4.00pm with some flexibility

Macarthur is an independent Anglican co-educational Transition to Year 12 school with a strong academic and co-curricular focus catering to students of all ability levels. It is located in picturesque Cobbitty on over 85 magnificent acres, 50 minutes from the CBDs of Sydney and Wollongong. The School is highly regarded as an employer of choice and provides a supportive workplace that pursues excellence and innovation.

The Headmaster seeks to appoint an experienced and qualified Christian as the Head of Admissions. This role reports directly to the Headmaster and is a strategic position in the operational success of the School. The Head of Admissions is responsible for developing and executing a comprehensive admissions strategy to attract, enrol, and retain students, including international students. This role requires a strategic thinking professional who can navigate the challenges and opportunities of the school's growth within a dynamic and evolving demographic landscape.

As the face of the School's admissions process, the Head of Admissions will lead a team to deliver an outstanding admissions journey while maintaining compliance with local and international regulations. The role demands exceptional energy, professionalism, initiative and attention to detail to position the School as a first-choice educational institution.

Some flexible after-hours and weekend work is required. Annual Leave is generally taken in the December/January school vacation period.

This role has significant responsibilities and requires the following as a minimum:

- A Working With Children Check clearance;
- Exceptional interpersonal and communication skills, with the ability to connect with diverse stakeholders in both one-on-one environments and public speaking at events;
- Strong leadership and team management capabilities;
- Advanced analytical and problem-solving skills with a data-driven approach to decision-making;
- Capacity to make strategic decisions on a day-to-day basis
- Proficiency in admissions management software and CRM systems;
- Exceptional professionalism, organisational skills and teamwork;
- Absolute confidentiality, discretion and sensitivity of private and personal information;
- Detailed understanding of the laws and regulations for enrolling students in schools; and,
- Understanding CRICOS regulations for international students will be a distinct advantage.

Applications for this position will only be accepted via the [Administration and Operational Staff Online Application Form](#). Candidates are required to upload a '[100 Point Identity Check](#)', qualifications, and a recent photograph. A cover letter is to be directed to the Headmaster, Dr David Nockles. For further information on how to apply for this position, links to the online application form are available by visiting the [employment page](#) of the School website.

Applications close Monday, 3 February 2025

The School holds the right to make appointments at any time.

Child protection legislation requires preferred applicants to have their WWCC number verified by the School, and all candidates will undergo appropriate child protection screening.

