

INFORMATION FOR ADMISSIONS MANAGER APPLICANTS



**Launceston
Grammar**

EST. 1846

Launceston Church Grammar School (Launceston Grammar) is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape our world with courage, curiosity, creativity and compassion. As the oldest continuously independent school in Australia, Launceston Grammar has a distinguished reputation for providing outstanding education in Tasmania.

THE POSITION

An exciting opportunity exists for a suitably experienced individual to join our school services team in the role of Admissions Manager. This role is permanent full-time and based at the Senior Campus in Mowbray Heights, Tasmania.

The Admissions Manager is responsible for the development and implementation of enrolment strategies, policies and procedures that deliver an effective approach to enrolments in line with the strategic direction of the School.

Applicants will have:

- Preferred: Bachelor's Degree, Advanced Diploma or Certificate IV in Business or Business Administration.
- Registration to Work with Vulnerable People, Tasmania.
- At least 3 years relevant experience in a school or business environment.
- Experience in the interpretation of legislative materials.
- A depth of experience in database management/CRM with strong analytical capabilities.
- Knowledge of cultural customs relevant to engaging with overseas students.
- Knowledge of the independent education sector is desirable.
- Demonstrated skills in active listening, time management, persuasion, problem solving, communication and social perceptiveness.
- Personal attributes including cooperation, attention to detail, integrity, adaptability/flexibility, engagement, positive attitude and ability to work as a member of a high performing team.

REMUNERATION

Remuneration will be in accordance with the Launceston Church Grammar School (General Staff) Enterprise Agreement.

SUBMISSION OF APPLICATIONS

The preferred method of submission is via email to hr@lcgs.tas.edu.au

In the subject line of your email please include the position applied for and your name e.g., **Administration Officer – John Brown**

Your application must include the following documents:

1. a covering letter of no more than 3 pages addressing the essential criteria listed above and outlining how you would approach the position; and
2. completed application for employment form; and
3. a copy of your current Curriculum Vitae detailing qualifications (please attach copies of certificates and/or academic results) and employment history of no more than 4 pages.

Referees will only be contacted with your permission if you are selected for interview and after the first round of interviews are complete.

If submitted via Australia post, please mark your application as “Private and Confidential.”

CLOSING DATE FOR APPLICATIONS

5pm on Friday, 9th July 2021

Applications must be received by the stated closing time and date. Late applications will not be accepted, unless approval is received from the Executive Director of School Services. This approval will only be given in exceptional circumstances e.g., failure of Launceston Grammar’s internet facilities.

UNAUTHORISED THIRD-PARTY ADVERTISING OF LCGS VACANCIES

Applications will only be accepted from advertisements placed by Launceston Grammar on our website, authorised web advertising e.g., Seek or LinkedIn or in authorised print media e.g., newspapers.

Regrettably in this digital age we have experienced unauthorised advertising of our positions vacant on websites such as Indeed.com. Please be advised that we only consider those applications that are submitted in accordance with the details contained above in the paragraph ‘Submission of Applications.’

WORKING WITH VULNERABLE PEOPLE REGISTRATION (WWVP)

To work at Launceston Grammar all employees must comply with the requirements of the Registration to Work with Vulnerable People Act 2013 Tasmania. It is not necessary to register until an offer of employment is made. For more information about WWVP please visit <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

ACKNOWLEDGEMENT OF APPLICATIONS

Applications are acknowledged by email, typically this occurs within 24 hours. Where an email address has not been supplied, an acknowledgement letter will be sent by Australia Post.

Please Note: Recruitment processes conducted over school holiday periods may result in a delay to the email acknowledgement, but this will occur as soon as is reasonably practicable.

SHORTLISTING OF APPLICATIONS

Shortlisting of candidates for interview commences as soon as possible after the closing date for applications. The timeframe for shortlisting depends on the size of the applicant field and consequently this process may take some time to complete (typically between 1-4 weeks). The recruitment panel shortlists candidates against the selection criteria and only those candidates who demonstrate the strongest claims are selected for interview.

Candidates not selected for interview are notified via email, or by letter (where no email address has been provided).

PLEASE NOTE: Due to the high number of applications typically received when we advertise a vacancy, we are unable to provide individual feedback or coaching to candidates not selected for interview.

ASSESSMENT OF SHORTLISTED CANDIDATES

A variety of methods may be used to assess candidates. An interview typically forms part of the assessment process. Overall assessment includes the job application documents and reference checking with nominated referees.

Candidates who take part in an interview will be advised at the interview when the outcome of the recruitment process will be known. The successful applicant will be contacted by telephone. Unsuccessful applicants will be contacted by email, or by letter (where no email address has been provided).

Candidates who take part in an interview may request feedback. Any feedback provided will be relevant to the candidates' performance and provided in the interests of personal improvement. Comparisons of individual candidates will not be made.

SELECTION

Launceston Grammar's selection process is governed by the merit principle. The merit principle requires that selections are based on the combination of ability, qualifications, relevant experience, performance at interview and reference checking all compared against the selection criteria.

The candidate selected will, in the decision of the recruitment panel, be the candidate best suited to the overall requirements of the position, as assessed through the recruitment process outlined above.

PLEASE NOTE: Our selection process may involve more than one interview. A meeting with the Headmaster will form part of the process.

PERSONAL INFORMATION COLLECTION NOTICE

During the recruitment process, Launceston Grammar collects personal information from applicants which includes information regarding their identity, postal address, contact phone numbers, email address, eligibility to work in Australia, education, employment history, and referees.

Launceston Grammar uses this information for the primary purpose of assessing an applicant's suitability for employment with the School and for communicating with the applicant during the recruitment process. If an application is successful and an employment contract with the School is accepted, the information provided forms part of the employee's personnel file.

Launceston Grammar also uses the information for the following secondary purposes:

- Complying with legislative and regulatory obligations.
- Statistical information for the Federal Government for the purposes of Workplace Gender Equality reporting – specifically information relating to the gender of job applicants, where this information is de-identified.

If an application is unsuccessful, all materials supplied that are printed in hard copy are securely shredded within 6 months of the completion of the recruitment process. Electronic materials supplied are electronically deleted.

Job applicants are requested to only provide copies of documents. In the event of an original document being supplied an arrangement is made with the job applicant for its collection from the School.

Unsuccessful applications are not held on file for possible future reference.

Information is collected:

- Directly from the job applicant via the completion of the Application for Employment form. This form is then submitted via email or in hard copy through the mail.
- Directly from the job applicant via any communications conducted during the recruitment process.
- Directly from the job applicant's nominated referees for the purpose of the recruitment process.

If this information was not collected, Launceston Grammar would not be able to assess the job applicant's suitability for employment.

During the recruitment process information regarding an applicant's skills and experience may be disclosed to an applicant's nominated referees. The purpose of this disclosure is to verify information. Information is only disclosed to the applicant's nominated referees, where direct consent to contact the nominated referees has been provided by the job applicant on the Application for Employment form.

Job applicants are entitled under Privacy legislation, in certain circumstances, to access and seek correction of personal information about them held by Launceston Grammar. Should a job applicant wish to access or update their personal information, or if they have an enquiry or complaint about how Launceston Grammar uses their personal information, they may contact:

Ms Sarah Murgatroyd
Executive Director of School Services
Launceston Grammar
PO Box 136
MOWBRAY HEIGHTS TAS 7248
E: hr@lcgs.tas.edu.au
P: 03 6336 6000