



ENROLMENT COORDINATOR

Position Description

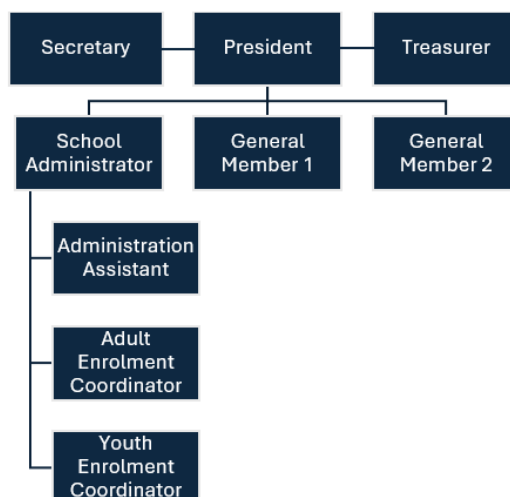
Position Description	Enrolment Coordinator
Reports To	School Administrator
Prepared	June 2025
Hours	2 hours per week

Position Purpose

Reporting directly to the School Administrator, the Enrolment Coordinator is responsible for providing strategic leadership and guidance to enhance the enrolment functions of the Brisbane German Language School (BGLS).

This role involves collaborating with the School Administrator to support their respective responsibilities. The primary objective is to ensure that all enrolment processes are conducted professionally and align with contemporary standards.

Additionally, the Enrolment Coordinator ensures that corporate governance and constitutional functions are executed efficiently and effectively, upholding the ethos and values of BGLS and its community.



Key Accountabilities

- Oversee the enrolment process from initial enquiry to final registration;
- Ensure all enrolment-related communications are handled efficiently;
- Maintain accurate and up-to-date enrolment records;
- Coordinate with staff to ensure smooth operation of enrolment functions;
- Provide feedback and reports to the School Administrator on enrolment trends and issues.

Key Responsibilities

- Serve as the main point of contact for enrolling BGLS students;
- Respond to all enrolment enquiries promptly and delegate issues to School Administrators or teachers as appropriate;
- Administer and archive all communication through the Coordinator email accounts, and manage the contact@bgl.org.au account jointly with the BGLS Youth Coordinator;
- Liaise regularly with the School Administrator on issues affecting BGLS services;
- Maintain an enrolment registry with assistance from teaching staff, including details of past



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students; • Collate enrolment information and distribute to Teachers e.g. student allergies, students with needs etc; • Manage access keys for St Peter's Lutheran College, including unlocking/locking classrooms, resource cupboards, and toilets; • Update enrolment information on the Square platform each term in collaboration with the Administration Assistant; • Collect feedback from students regarding BGLS enrolment processes, classes and teachers; and • Perform other reasonable duties as directed by the School Administrator, such as participating in teacher recruitment interviews.
General Expectations • Maintain a high level of professionalism in all interactions; • Ensure timely and effective communication with all stakeholders; • Uphold the values and ethos of BGLS in all activities; and • Demonstrate initiative and leadership in improving enrolment processes.
Specific Expectations • Respond to enrolment enquiries within 2 business days; • Ensure enrolment records are updated weekly; and • Coordinate with the Administration Assistant to update the Square platform each term.
Quality, Safety and Environmental Control • Ensure all enrolment processes comply with organisational policies and procedures; • Maintain confidentiality and data protection standards in handling enrolment information; • Promote a safe and inclusive environment for all students and staff; and • Adhere to health and safety regulations during events and activities.
Desired Qualifications, Skills and Experience Required • Experience in enrolment management or a similar role; • Strong organisational and communication skills; • Proficiency in using enrolment management software and tools; and • Ability to work collaboratively with a diverse team.
Core Competencies • Must hold a valid Blue Card; • Leadership and strategic thinking; • Excellent communication and interpersonal skills; • Attention to detail and accuracy; • Problem-solving and decision-making abilities; and • Ability to manage multiple tasks and priorities.

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Key Performance Indicators			
Area	Objective	Measure	KPI
<i>Enrolment Management</i>	<i>Efficient handling of enrolment enquiries.</i>	<i>Response time to enquiries</i>	<i>100% of enquiries responded to within 2 business days.</i>
<i>Record Keeping</i>	<i>Accurate and up-to-date enrolment records.</i>	<i>Frequency of record updates</i>	<i>Weekly updates to the enrolment registry.</i>
<i>Communication</i>	<i>Effective communication with stakeholders.</i>	<i>Stakeholder feedback</i>	<i>Positive feedback from stakeholders.</i>
<i>Process Improvement</i>	<i>Enhancement of enrolment processes.</i>	<i>Implementation of new processes</i>	<i>At least 1 process improvement per school year.</i>

Throughout the year, staff are invited to volunteer at BGLS events as part of fostering a strong school community e.g. Laternenfest, Weihnachtsfeier, Osterfest.