



Enrolments Officer

Fixed term to 9 April 2027 (Parental Leave Cover)

Negotiable hours

About Us

Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1850 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

About the Role

Often the first point of contact for prospective families, the Enrolments Officer plays a pivotal role in promoting the College and proactively manages the enrolment process. Through the provision of excellent and responsive customer service, the Enrolments Officer builds positive relationships with prospective families, guiding them through the enrolment process from enquiry through to commencement.

About You

You are a 'people person' who thrives in a high paced team environment, able to pivot while maintaining a calm focus. You have a strong ability to manage systems and processes and have highly developed communication skills. You are solutions focussed with the initiative to identify and solve complex problems. Your dedication to excellence in customer service is unmatched.

To Apply

Your application must include:

- **Cover Letter:** Maximum of two (2) pages outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history should outline duties and responsibilities, FTE (average) and dates/periods of each position. **CV must include three (3) referees, one of which is your current line manager.**
- **Pre-Screening Documents:** Provide copies of your current WWC, Nationally Coordinated Criminal History Check and evidence of working rights in Australia (Visa/Citizenship) where applicable.
- **Incomplete applications will not be considered**

We encourage applicants to apply as soon as possible as we reserve right to appoint a suitable candidate before the closing date.

Please direct any enquires to employment@newman.wa.edu.au

Newman College is committed to the protection of and safeguarding the well-being of members of our community. All employees must satisfy rigorous screening requirements and comply with all Child Safety and College wellbeing policies.

Challenge — Collaborate — Create — Celebrate