



<b>Reports To</b>	Director of Communications and Enrolments
<b>Hours of Work</b>	Full-time, ongoing, 37.5 hours per week, some additional after-hours work will be required

**Future student recruitment**

Assist with the enrolment process for future families, including facilitating meetings for parents and relevant staff and following up on enquiries in a timely and persuasive manner. Assist with student recruitment events, including the annual Peek and Picnic, open School events and Parent information evenings. Record and update all enquiries in the School's database.

**Marketing**

Assist the Director of Communications and Enrolments to implement marketing campaigns (digital and print). Support the and ams



### Reception

Assist with reception and provide relief for reception duties.

### Public Relations

Assist with creating a favourable image for the School in the broader community.  
Understand and implement the use of the Carmel brand across all School and



### Skills, Abilities and Personal Attributes

- Support for the School's Vision, Purpose and Values.
- Understanding of brand positioning, marketing and communications principles.
- Effective relationship