



FORESTVILLE MONTESSORI SCHOOL

Family and School Relations Coordinator

The Organisation

A fantastic opportunity exists in this newly created role for an experienced part-time enrolment specialist to join a team of talented staff at Forestville Montessori School, FMS. FMS is known for its world class Montessori education for children between the ages of 18 months to 12 years. Nestled in the beautiful leafy environs of Forestville, northern Sydney, the school is unique.

Start your 2018 year with a rewarding new role with scope to bring your business development skills to making a difference.

The Role

Alongside providing excellent customer service and stakeholder management support for prospective and current families, other responsibilities include but are not limited to:

- Growing the student enrolment
- Ensuring seamless customer experiences from the point of enquiry through to personalised tours, secured applications and onboarding
- Assisting with the strategic positioning of the school
- Increasing process efficiencies
- Scoping and executing accountabilities in the marketing area
- Managing school community and alumni groups

What will you need to succeed?

- Track record in retention and acquisition experience either in a school environment, not for profit or an area that will ensure a smooth transition to a school environment
- Highly developed stakeholder management skills
- Ability to work independently and as part of a team
- Strong interpersonal skills that will be recognised by our families as empathetic and personable
- Pride in how you represent the school internally and externally
- High level communication skills to promote the Montessori vision with regards to internal and external relations
- Highly tuned computer and data analysis skills to create and maintain reports that drive decision making

What's in it for you?

- An attractive annual salary of \$79,161 plus 9.5% SA pro rata with potential for increase as enrolments grow
- A school term time only position with some responsibilities during holiday periods and after hours.
- Currently scoped as 21 hours per week, the position can be flexible Monday to Friday with the ability to increase as enrolments grow
- 25% reduction in school fees for staff children
- Training opportunities
- A familial culture that places emphasis on respect

Next Steps

The position will commence on 18th January 2018 or earlier by negotiation.

This position is open now. Apply by submitting your CV and letter addressing the selection criteria in the role description available by contacting:

Denice Scala, CEO
ceo@forestvillemontessori.nsw.edu.au

+61 408 661 365