



Enrolments Officer – Permanent Part-Time

3 days per week

Macquarie Anglican Grammar School is seeking an Enrolments Officer who is responsible for the enrolment of students and maintaining student records.

This role requires an organised and efficient candidate who has outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with all stakeholders.

In this position, you will be able to utilise your skills within a supportive school community and work under the guidance of experienced school leadership.

Macquarie Anglican Grammar is a part of The Anglican Schools Corporation (TASC). TASC currently own and operate 19 independent schools in NSW.

In your application, please include:

- CV
- Employment application – Support and Operational Staff: download from <https://www.mags.nsw.edu.au/careers>
- Cover letter

Applications may be emailed to joanne.rankmore@mags.nsw.edu.au or posted to the Infrastructure Manager, Macquarie Anglican Grammar School, PO Box 873, Dubbo NSW 2830. Applications close Friday 16th November 2018 at 4pm.

For any further information please phone (02) 6841 6222 or email joanne.rankmore@mags.nsw.edu.au