



## SENIOR ADMISSIONS OFFICER JOB DESCRIPTION

<b>Job Title:</b>	Senior Admissions Officer
<b>Line Manager:</b>	Registrar
<b>Job Grade:</b>	G5

### Purpose of Job

- To develop and execute a transparent, efficient and effective admissions plan and process, ensure a smooth admissions experience for prospective parents
- To develop and supervise an admissions team, motivate the team to achieve the admissions target

### Duties and Responsibilities

#### Admissions

1. Ensure school student enrolment is conducted strictly in accordance with the School recruitment policies and standards.
2. Be directly responsible for the entire admissions process end-to-end including but not limited to:
  - 1) Promote the School and enrol students through different channels
  - 2) Coordinate school tours/visits.
  - 3) Liaise with parents on admission enquiries and school placement status.
  - 4) Facilitate parent meeting with Principal -ensures an enquiry proforma is completed.
  - 5) Coordinate student application and placement testing for prospective students.
  - 6) Field all enquiries that are made to the Admission's office.
  - 7) Conduct admissions data analysis and produce weekly reports
3. Maintain a complete and accurate record of parent/student details and a funnel of all prospective new student intake in the computerized school management system.
4. To work closely with the Marketing and Communications Team:
  - 1) Ensure that their activities are aligned and in support of each other to achieve the School's roll target.
  - 2) Ensure that appropriate documentation and information on all aspects of the school are current and readily available.
  - 3) Ensure that outcome of school visits and observed current market trends are shared and used to formulate and fine-tune our marketing and admission activities.

#### Event planning and management

1. To assist and implement both internal and external admission events
2. To assist and implement the school events and provide onsite facilitation

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## Others

1. Other ad-hoc duties as assigned
2. Travel is required upon request

## Requirements

### Minimum Academic Degree required

Qualified to degree level in a relevant subject.

### Professional skill and knowledge required

- Professional knowledge of interpreting and translation.
- Knowledge of the principles and techniques of effective verbal and written communication in the English language.
- Ability to communicate effectively with internal staff and the general public.
- Considerable ability to deal courteously with the public, supplying general information and direction in a clear, concise manner.
- Outstanding time management and problem-solving skills, result driven, strategic and attention to details.
- Able to meet deadlines, pro-active, creative, dynamic and can handle work under pressure.
- Ability to maintain confidentiality and integrity related to all aspects of information disseminated within or external to the group;
- Good communication, presentation, leadership, people and project management skills.

### Experience

- At least 3 years working experience in bilingual/private school

### IT Skills

- Microsoft Office and knowledge of relevant softwares.
- Knowledge of modern technology and social media
- Familiar with using word processing, databases, powerpoint, and web applications including, e-marketing, surveys, e-discussion groups, etc.

### Language

- Excellent Chinese and English

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*