

## JOB DESCRIPTION

### Main tasks and duties of an Admissions Officer

#### Job Scope

The Admissions Officer has the important position of being the primary point of contact for all admissions-related enquiries and duties involving working closely with parents, partners, and services providers.

#### Safeguarding Statement

All staff working at SISD will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding policies and procedures. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks.

#### Main Duties and Responsibilities

This not an exhaustive list of duties/responsibilities. The responsibilities outlined may be modified by the Head of Marketing & Admissions, upon mutual agreement, to reflect or anticipate changes in the role:

- Responsible for Early Years applications from applied to admitted to enrolled
- Responsible for Primary Years applications from applied to admitted to enrolled
- This includes:
  - o Requesting documents/teacher recommendations/sending tests
  - o Compiling applications folders, receive EY/PY approval where applicable
  - o Arranging assessments as applicable
  - o Liaising with the Inclusion Team/Child Protection Officer if applicable
  - o Issuing Offer Letters / liaising with Finance

- Providing parents with enrolment confirmations/signed stamped school reports/Transfer Certificate requests
- Competently advising prospective parents in all school-related matters
- Competently and promptly answer enquiries from prospective families
- Welcoming and touring with walk-in families
- Scheduling private tours for prospective families
- Managing current student files
- Managing Admissions archives
- Assist in compiling Admissions statistics
- Sharing of new student files with teachers
- Setting up/running weekly scheduled school tours EY/PY
- Supporting Marketing at School Fairs when needed

### **Person Specifications**

- Bachelors' Degree desirable
- Minimum 2 years working experience within the admissions education sector desirable
- Good cross-cultural, interpersonal & communication skills and an affinity for interacting with diverse nationalities and cultures.
- Outstanding written and verbal communication skills, German language is highly desirable
- Excellent time management skills and flexibility in dealing with multi-functional tasks
- Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure
- High level of integrity
- Excellent attention to detail
- Affinity with and interest in education
- Excellent time management and organizational skills

### **Key Relationships**

**Internal** – Staff

**External** – Parents, Students, Third party providers/agencies

This job description is subject to annual review by the Head of Marketing & Admissions, in liaison with the post holder to ensure that it is kept up to date and relevant. Any changes in substance or interpretation will be implemented after consultation with the post holder.