



## **SENIOR REGISTRAR**

JERUDONG INTERNATIONAL SCHOOL (JIS) invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following positions:

### **Senior Registrar**

The School is looking for a qualified and enthusiastic individual who will make a key contribution to the operation and coordination of the admissions processes for all students. He/she will assist in the implementation of the Marketing Strategy. This role reports to the Head of Admissions and Marketing.

#### **Requirements:**

- Degree level qualification
- Ideally have experience of living or being educated in an international context
- Work in an administrative role
- Extremely high level of spoken and written English
- Ideally multilingual – able to function as first language English (written and spoken), fluency in Chinese would be helpful and also Bahasa Melayu
- Experience of forward/client facing work
- The ability to relate to a wide range of parents from different cultures
- Strong interpersonal skills
- Competent in the use of IT

To apply, please complete the Application Form to be found in the Employment Section on the school website ([www.jis.edu.bn](http://www.jis.edu.bn)), where you will also find further details of the posts. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.

**Closing Date for Applications: Monday, 25<sup>th</sup> November 2019**

#### ***Safeguarding***

*JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.*



## **JOB DESCRIPTION**

**REPORTING TO** : Head of Admissions and Marketing

### **HOURS OF WORK**

Hours of work are likely to be Monday to Thursday 7.30am to 4.30pm and Friday 7.30am – 3.30pm (except 12noon – 2pm) as required. However, further flexibility in hours may be required on occasion in order to greet prospective parents and agents to meet the demands of the post. This cannot always be anticipated. To fulfil the demands of the post you may be required to travel overseas.

### **ADMISSIONS TEAM**

The Senior Registrar will allocate and manage the workload of the Registrar, Assistant Registrars and GAP support staff. The Senior Registrar will also be involved in the Performance appraisal of the Admissions Team at end of contract, together with the Head of Admissions and Marketing.

### **AREA OF RESPONSIBILITY- ADMISSIONS**

- To make a key contribution to the operation and coordination of the admissions processes for all students.
- To ensure all enquiries, correspondence and liaison with prospective parents/agents are handled speedily, efficiently and effectively. Maintain records and statistics and provide the Head of Admissions and Marketing with recruiting analyses as required.
- Manage the Registrar in implementing effective arrangements for the testing and interviewing of, and providing feedback to, prospective students, plus their parents and agents.
- Helping to ensure that the admissions process, and applications being made by current and prospective students and all correspondence with parents and agents, is supported by robust and highly effective systems.
- Responsible for maintaining the register of admissions to the School, and the current register of students at the School. Ensuring that all information regarding enquiries, applications, joiners and leavers is accurately recorded on SIMS. Assist the Head of Admissions and Marketing in providing a response to Business Director about school statistics. Develop and publish Admission dashboard regularly.
- Overseeing input of data to SIMS
- Ensuring that all information necessary for arriving students is properly distributed and recorded in SIMS.
- Working closely with senior staff to ensure the smooth induction of new students into the School.
- Assisting in relationship development with agents, future schools, parents and guardians, particularly through regular, ongoing communication.
- Recording pre-arrival information about students' future plans, the outcomes of arrival testing, option selection and ensuring that this information is properly disseminated.



- Assisting in management of the selection process for School/Sixth Form options, including arranging student visits; preparation for assessments and interviews; conduct of assessments and interviews, confirmation of place and outward administration.
- Work closely with the Registrar in supervision of the student placement process and the Principal, Vice-Principal in their management of the component parts of the process.

## **MARKETING AND RECRUITMENT**

- To assist the Head of Admissions and Marketing in the implementation of the Marketing Strategy, monitoring of its effectiveness and making adjustments to it as necessary.
- To develop close and productive relationships with the educational agents, representatives and consultants who recruit students to Sherborne International and guardians and guardian agencies who support students.
- To assist in the planning, co-ordination, organisation and administration of all marketing events, Open Days, and recruitment visits to feeder schools.
- To ensure that we have suitable stocks of all printed and online information and documentation relating to the entry of students to the School. This includes the School's promotional and marketing material, brochures and banners.
- Manage the Registrar to ensure that the marketing materials are properly stored and that timely orders for new material are made as needed.
- To help in the development of close relationships with Jerudong International School students' future schools, promoting Jerudong International School as a suitable destination for appropriate overseas students to complete studies, or their IGCSEs,
- To develop close relationships with Jerudong International School's Marketing Team.

## **PERSON SPECIFICATION:**

The successful candidate will have the following experience, skills, knowledge and personal attributes.

### **Experience**

Essential:

- Work in an administrative role.
- Extremely high level of spoken and written English.
- Ideally multilingual – able to function as first language English (written and spoken), fluency in Chinese would be helpful and also Bahasa Melayu.
- Experience of forward/client facing work.
- Educated to degree standard or higher.

**Desirable:**

- Experience of working in educational institutions;
- A professional marketing qualification;
- Experience of working in international markets.

**Skills and Knowledge**

- An ability to gain the confidence and support of agents, parents and educational guardians;
- Experience in marketing;
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children;
- Experience of working within a customer facing environment;
- High level of IT skills, including proficient in use of Microsoft Office and maintenance and use of databases;
- Ability to keep accurate records and the ability to analyse the resultant data;
- Ability to work on own initiative and to manage own workload;
- Ability to work calmly and efficiently at busy times;

**Personal Attributes**

- An outgoing and engaging personality;
- Empathy with and commitment to the global ethos and caring atmosphere of Jerudong International School;
- Ability to convey infectious enthusiasm for Jerudong International School;
- Integrity, stamina, resilience and a highly developed work ethic;
- Energy, enthusiasm and commitment to fellow colleagues in the Admissions Team.