



ASSISTANT REGISTRAR (PART TIME)

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

Assistant Registrar (Part time)

The successful applicant will be part of the Admissions team and must be fully conversant and confident in English, Chinese and Malay. He/she should be warm, friendly, approachable and able to liaise well particularly with Chinese families. This role reports to the Head of Admissions and Marketing.

Requirements:

- Degree level qualification
- Excellent written and spoken English skills
- Able to work as part of a team and demonstrate a good use of initiative and flexibility
- Good interpersonal skills with a diverse range of clients
- 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), 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, 25th 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

Accountable to: Head of Admissions and Marketing

General Statement of Responsibilities:

It is impossible to itemise every duty that will come the way of the Assistant Registrar. With a focus particularly on Chinese families, the role requires discretion and commitment. It also necessitates a willingness to work as part of a team. All these points need to be borne in mind in the carrying out of the list of tasks that follows:

ENQUIRIES

- Respond to telephone enquiries about the School, offering information and guidance as appropriate
- Respond to written enquiries, whether by email or letter, offering information and guidance as appropriate.
- Send out appropriate literature to enquiries and Company HR Department.
- Ensure that stocks of literature relating to entry are adequate and are replenished when necessary.
- Advise the Senior Registrar and Head of Admissions and Marketing of potentially difficult enquiries which require extra attention.
- Maintain a database of enquiries.
- Instigate appropriate follow-up to enquiries, as agreed with the Senior Registrar and Head of Admissions and Marketing.
- Produce status reports from the enquiries database on a regular basis.

MEET AND GREET TOURS

- Welcome and make comfortable all prospective students and parents.
- Ensure that all visitors to the Admissions Office have been provided with documentation appropriate to their enquiries.
- Provide information in response to enquirers' questions .
- Organise tours for visitors. Such tours should be directly relevant to the needs of the enquirers. They should be conducted by the Admissions Team as appropriate.

ENROLMENTS

- Ensure that all paperwork relating to enrolments is accurately completed by parents.
- Advise the parents to pay the registration fee to the School Accounts Department.
- Co-ordinate the diary for interviews for new students.
- Set up the arrangements for the testing of students.
- Arrange appointments for the appropriate academic staff member to meet prospective students and their parents.



- Ensure that appropriate liaison takes place with the Learning Support faculty, Intensive Language Programme, the English as a Second Language faculty as appropriate.
- Maintain a database of new enrolments.
- Report on student numbers for the next intake.
- Regularly report on subject choices of new students, liaising with the timetable.
- Co-ordinate enrolment documentation and correspondence for new students prior to their arrival.
- Distribute information about new students to relevant personnel.
- Enter SIMS information into the computer system, as directed by the Senior Registrar or the timetable.

BOARDING

- Liaise with Housemasters / Housemistresses and Head of Full Boarding about admissions to the Boarding Houses.
- Arrange and accompany tours of the Boarding House in conjunction with the Housemasters / Housemistresses.
- Ensure that documentation appropriate to Boarding House admission is completed.
- Maintain a database of applicants to the Boarding House.
- Follow-up enquiries about boarding.
- Keep close track of boarding numbers and vacancies in the Boarding House.

ENTRY TO THE SCHOOL

- Co-ordinate the CAT, PTM, PTE and other entry testing for new students e.g. Maths, English, Exam papers.
- Ensure that proper letters of offer are sent out to all new students' parents (with translations if required).
- Create files for new students.
- Assist with the procedures for new students at all times, but especially at the two main intake points in August/September and January.
- Provide reassurance to anxious parents of new students.
- Induction – This role will play a key part in helping Chinese students to go through the induction process into school and boarding – helping to ensure the smooth transition from Admissions to the Academic staff.

MARKETING

- The Assistant Registrar role will work closely with the Head of Mandarin and the Marketing and Publications team to prepare and distribute materials for a Chinese speaking audience. Mainly from China, this could also be Chinese nationals based in nearby countries or Chinese families in Brunei, Malaysia, Singapore, Hong Kong as well as China.



- Marketing team with promotional activities e.g. visits to JIS, visits to Companies to promote JIS, liaison with Brunei Tourism.
- Assist with the Holiday Camp programmes.
- Assist with WeChat working closely with the Head of Mandarin and Marketing team to ensure it is kept up to date.
- Maintain database of Chinese Education agents and maintain regular contact to assist the marketing team in ensuring they always receive the latest marketing materials and information about the school.
- Develop a database of Chinese companies based in Brunei and ensure they receive regular information about the school. This would include Bank of China, China Embassy.
- Embody the fact that successful marketing really emanates from the satisfaction of people, particularly parents, prospective parents and other visitors, with the way they have been dealt with in their contact with the School.

STUDENT VISA / STUDENT PASS

- Liaise with Chinese parents and HR Officers at companies in order to process new and renewal Student Passes / Student Visas and ensure that all are in order and up to date. Keep Senior Registrar informed of any potentially difficult situations.
- Liaise with Ministry of Education and Immigration to ensure JIS is following latest protocol and procedure required by these departments. Attend training sessions when required.
- Liaise with Visa agents for students aged 18 years and also overseas Chinese full boarders, under JIS sponsorship.

LEAVERS

- Liaise with Registrar and Senior Registrar to manage the withdrawal of students from the school – including advice to parents, advising JIS administration and ensuring all documentation is correct.

WEEKEND BOARDING ASSISTANT

To be a part of the weekend boarding team in the active delivery of an engaging weekend programme. As such the Weekend Boarding Assistant will undertake the following tasks:

- Get to know the full boarders by spending time with them, building a relationship with all based on trust and respect. Being proactive in engaging with students, encouraging interaction and a sense of community.
- Alongside other staff, supervise trips by keeping account of students, taking a turn being in the designated meeting point, keeping a watchful eye over students in public places, encouraging correct behaviour at all times, having a sound knowledge of the risk assessment for each trip and understanding emergency or contingency plans.



- Be active around the boarding houses, checking in on students on a regular basis, ensuring meal registers are taken correctly, checking on students who have not attended meals, encouraging participation and engagement in activities and events.
- On occasion taking full responsibility for students, either in house or as part of the activity programme, maintaining an atmosphere of care and safety at all times.
- Taking an active role in study time, ensuring students are on task, supporting them with any difficulties, listening to younger students read and maintaining a quiet atmosphere conducive to study.
- Be mindful of the health and welfare of the students, to voice concerns in a timely manner to other members of the team. To listen to students when they need to talk, being mindful of child protection procedures and respond in a timely manner to any requests or concerns by passing them on to other members of the team in required.
- Ensure any student leaving site does so with the correct person and with correct permissions in place, having signed out and been given an exit card.
- Follow the bedtime routines, taking an active role in ensuring devices are collected as per policy and each individual student is checked on and settled for the night.
- Ensure, as part of the team, that the boarding houses, when left at the end of the evening, are secure with lights etc. turned off and the overnight duty person informed of the exact list of students in the house.
- Maintain open and honest lines of communication with the rest of the boarding team, to ensure the highest level of welfare is maintained at all times.
- Willing to adapt to new tasks and have a can do attitude.

If this were to be as part of a full time role for a person new to the school, the expectation on the two other days of the working week could be a focus on CCAs, Admin or EAL support. There would need to be a focus on enthusiasm, energy and common sense as the most important attributes to bring to the role. Ideally the role would be for two people working alternate weekends.