

## Head of Admissions

Whole School  
Job Description

### Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

### Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

### General Description

The Head of Admissions is responsible for and will actively contribute to maximising the enrolment of suitably qualified students by the effective management of the Admissions function, in adherence with school policies and guiding statements. Together with two experienced Admissions Officers the team is key for the success of ISZL and fundamental for the sustainable recruitment of new families and for their transition to Switzerland.

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### Areas of Responsibility

#### Strategic

- Strategically lead all areas of the admissions function including the recruitment of new students to ensure that enrolment and revenue management is optimised and in line with budgetary expectations.
- Develop and maintain the school's admissions practices to ensure that they adhere to current school policies and accepted good practice.
- Ensure that admissions related data is collected and accurately documented, to help with the identification of admissions trends and support accurate enrolment forecasting.
- Provide regular and accurate enrolment forecasts in support of the school's fiscal and staff recruitment planning.
- Give guidance to the Director and Divisional Principals on the number of classes needed per grade level to meet anticipated enrolment needs.
- Supervise the annual student re-enrolment process including the provision, communication and tracking of all deadline extensions.
- Oversee and participate in the development of admissions materials, events and marketing practices to optimise brand awareness and enrolment
- Proactively manage positive relationships and networking opportunities with area constituencies including international and local business partners, relocation agents, educational consultants, admissions directors and area schools
- Ensure a successful transition framework for new families through the oversight and provision of a high quality New Family Portal and New Family Orientations as well as other transition related events.
- Provide incoming families with a structured opportunity to review the quality of their admissions experience and to identify areas of growth

#### Admission and Recruitment

- Present the school to prospective students, parents, relocation agents and other external agencies in a professional manner, which embodies ISZL's core values and mission. This includes interviews with prospective families, tours of the relevant ISZL campuses, arrangements for any relevant admissions related assessments and trial sessions.

- Systematic and efficient handling of student applications, from inquiry through to enrolment, ensuring regular and timely communication. This includes the securing of necessary application documents in line with admissions guidelines and policies
- Working collaboratively with specialist teams and divisional leaders in their evaluation of the applicants suitability for enrolment – as per divisional guidelines and processes.
- Informing families of the outcome of their applications, including all necessary documentation and communication.
- Informing and providing the Business Office of necessary invoice information to support prompt payment of the required registration fee.
- Overseeing the effective management of pre-allocation and waiting lists to maximise enrolment and in accordance with the ISZL admissions policies.

### **Professional Development**

- Seek out and access appropriate professional development opportunities to further enhance the quality of the school's Admissions function.
- Seek out and access regular learning opportunities to facilitate a deep understanding of the curriculum and the educational programmes offered at ISZL.
- Seek out and access regular learning opportunities to ensure necessary working knowledge of appropriate third party technology platforms including iSAMS, Schoology and Finalsite.
- Support the Admissions team with professional development opportunities and coaching.

### **General**

- Signing rights for Admissions budget line (within approved guidelines).
- Supporting the Advancement department with departmental functions and community events if and when required.
- Support the school's advancement efforts by helping to identify potential school supporters and bringing them to the attention of the Director of Advancement.

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### **Required and Preferred Qualifications**

The ideal candidate will be a data driven decision maker, an experienced admissions professional, and a creative leader in admissions, recruitment and retention.

- Minimum of 3+ years admissions related experience (or similar experience) and an in-depth understanding of international education and/or pedagogy
- Experience of managing a team with a collaborative approach to decision making
- Strong analytical skills and proven record of using data and research to support initiatives undertaken
- Experience of high level networking, commercially aware and results driven with good business acumen
- Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure
- Has gravitas that allows him/her to be accepted by other stakeholders in the school
- High level of integrity, confidentiality and diplomacy
- Exceptional communication and interpersonal skills and the ability to interact comfortably with a variety of people.
- A team player who has a warm collaborative nature, positive energy and sense of humor
- Empathy for others and an awareness of the needs and sensitivities of parents, students, faculty, staff and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.
- Fluent English skills (written and spoken). German language skills would be beneficial.
- Excellent time management and organisational skills.

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### **Compensation**

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

### **Application Process**

- Email a resume and letter of interest to [employment@iszl.ch](mailto:employment@iszl.ch) with a subject heading of “Head of Admissions”. Applications will continue to be accepted until the position has been filled.
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### **Key ISZL Reference Documents**

- [Guiding Statements](#)
  - [Learning Principles](#)
  - [Inclusion Policy](#)
  - Visit the Employment section of ISZL’s [website](#) for more information
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### **Child Protection**

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.

*Updated Nov 2020*