

1. OVERVIEW

- 1.1. The Admissions Officer is appointed by the Head of Admissions & Marketing
- 1.2. The Admissions Officer reports to the Admissions Manager
- 1.3. The Admissions Officer is responsible for all aspects of the Admissions Department as delegated by the Admissions Manager, including enquiry management, parent counseling and campus tours, application management and admissions process, withdrawal process, data management, etc.
- 1.4. The Admissions Officer acts as a liaison between the parents and internal school teams, to ensure the admissions process is effective
- 1.5. The Admissions Officer is a full time employee of Stonehill

2. EXPECTATIONS

It is expected that the Admissions Officer will:

- 2.1. Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Head of Admissions and Senior Leadership Team.
- 2.2. Be aligned with and promote the School's vision, mission, identity, and core values.
- 2.3. Keep abreast of the competencies and skills required of the position.
- 2.4. Communicate effectively with all school constituencies as appropriate.
- 2.5. Maintain an effective working relationship with colleagues, Co-ordinators, Heads of Departments and members of the Educational Leadership Team.
- 2.6. Be familiar with the operational practices and expectations of the school.
- 2.7. Adhere to the school policies and guidelines.
- 2.8. Attend all the meetings as per the requirement of the Admissions Manager.

3. DUTIES AND RESPONSIBILITIES

- 3.1. Enquiry Management - counseling via emails and phone calls
- 3.2. Campus visits – counseling and campus tours for prospective families
 - a. Scheduling appointments

- b. Counselling the families/ corporate/ relocation agencies when they visit the school
 - c. Conducting the campus tour
- 3.3. Guiding families through the application process and ensuring accurate paperwork and documentation
 - 3.4. Collaborate with the Accounts department for all relevant matters
 - 3.5. Ensure and maintain an accurate database of student information in order to generate reports whenever required
 - 3.6. Maintain all statistics related to enrolment and demographic profile of students
 - 3.7. Maintain a database that includes prospective parents, corporates and relevant communities
 - 3.8. Preparation of documentation for new and leaving students such as Bonafide certificates, Visa Letters, Transfer Certificates, S-Form Coordination, etc.
 - 3.9. Maintain complete information of leaving students data
 - 3.10. Co-ordinate with academics and accounts departments for seamless withdrawal of a student, Security deposit clearance and obtaining clearance forms
 - 3.11. Ensure admissions team has the relevant brochures related to School Brochures, Curriculum-related Brochures, Boarding Brochures
 - 3.12. Support the Marketing team for all events and programs, as and when required

Communication with the school community:

- 3.13. Attend meetings as required
- 3.14. Maintain contact with all appropriate members of the school community, viz., principals, coordinators, faculty and parents

The Job Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. It is subject to review and modification by the Head of School at any time in response to the changing needs of the school.