

Admissions Officer

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 Admissions Officer serves as a member of the Admissions team. The role requires the person to support prospective families with their admission and successful transition into the ISZL community. Moreover, the successful candidate should aim to support to maximize student enrolment with suitably qualified applicants, in adherence with the school's admissions policies and other guiding statements and to be an ambassador for the school, reflecting its values, ethos and culture. The Admissions Officer reports to the Head of Admissions.

The Admissions Officer is expected to:

Admissions services

- Provide outstanding customer service to prospective families, both in person, on the telephone and by email
- Serve families when they are making inquiries and answering their frequently asked questions; fully understand all areas of school life; stay informed and up to date
- Representing the Admissions Office in a positive, professional manner, at all times
- Coordinate all campus visits and organise the appointment schedule for all members of the Admissions team
- Receive visitors, give tours and make presentations, as required
- Perform all data entry into iSAMS, including entry of new students
- Track and process all incoming applications and enrolment forms in Open Apply, assign files to the other members of the Admissions team
- Track all inquiries (online, phone), visits and follow ups
- Maintain and update Open Apply in collaboration with Academic Systems Manager; communicate with Open Apply support on any issues or questions
- Accurately maintain the Starters and Leavers lists and inform the relevant people in a timely manner
- Responsible for the implementation of the annual re-enrolment of all ISZL families
- Responsible to process all Notices of Withdrawal
- Oversee the sending of completed Teacher Evaluations for students who are potentially withdrawing and to ensure that there are no outstanding financial payments before sending
- Review and update the Re-enrolment, Enrolment and Application Forms on an annual basis, in-line with any agreed changes.
- Work with the Finance Team on tracking of registration fees, updates on the fee and enrolment form and other admissions related issues

Website

- Collaborate with the Head of Admissions to ensure that the Admissions website and New Family Portal are kept up to date and accurate at all times.
- Maintain and update the New Family Portal, ensuring that all documents are current

Events

- Organisation of the New Parent Breakfasts on an annual basis, in collaboration with the Head of Admissions and the Director's PA
- Organisation of the New Family Orientation in August and January on both campuses in collaboration with the Head of Admissions
- Assist with organisational tasks for all other Admissions events on all campuses, including room setup, refreshments, and relevant tasks

Administrative support

- Assist with preparation of Admissions statistics
- Assist Assistant Principals with class placements
- Support the Admissions Office in all areas of general office administration and function
- Review, update and create Admissions related files in Google Sheets and Docs
- Maintain stock of ISZL publications on each campus
- review and optimize office processes, in collaboration with the Head of Admissions
- Ordering of office supplies
- Archiving of Admissions related files and documents

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 programmes offered at ISZL
- Seek out and access regular learning opportunities to ensure necessary working knowledge of appropriate third party technology platforms including Open Apply iSAMS, Schoology and Finalsite

Required and Preferred Qualifications

- Minimum of 3+ years working experience in an educational institution and/or in the service industry
 - Strong administrative skills and highly service oriented
 - Experience in event management and open to work with various school stakeholders
 - Exceptional organisational skills, attention to detail and highly reliable
 - Deadline oriented with the ability to prioritize competing tasks and work on multiple projects in a very passionate team environment
 - Excellent communication skills (both written and verbal) in English language (German is an added value)
 - Self-starter with a demonstrated ability to work in a team to achieve common goals
 - Excellent interpersonal skills including the ability to maintain confidentiality
 - Passionate about continuous learning and professional development
 - Highly professional and high ethical standards
 - Ability to work evenings and weekends, as needed, in support of the Admissions, Marketing and Communication Team's initiatives and events
 - Willingness to work outside normal office hours and school vacation, when the situation demands it
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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

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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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.