

JOB DESCRIPTION: Admissions and Office Support Administrator

PURPOSE:	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
RESPONSIBLE TO:	Head of Admissions and Marketing
WORKING TIME:	Enhanced Full-time

Summary of Responsibilities
Job Purpose: To provide admissions and administrative support to the Head of Admissions and Marketing
MAIN DUTIES
To support the Head of Admissions and Marketing in the following functions: - Assist in preparation in student contracts - Track and update student information into School Management System - Assist in preparing Student P Files - ICA Student Pass application process - Renewal and cancellation of Student Passes - Assisting in student withdrawal process - Ensure all information in School Management System is accurate and up-to-date - Data inputting as required - Up-dating Student Files - Ensuring all files are in line with EduTrust requirements - Issuance of FPS insurance - Perform various administrative duties as requested - Additional support for the administrative office to ensure the smooth day to day running of the school. <i>The School is committed to safeguarding and promoting the welfare of students, children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background screening will be undertaken before any appointment is confirmed. All positions are subject to background check clearance and successful employment references.</i> <i>The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding, Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, she/he must report any concerns to the School's Safeguarding Lead or to the Principal accordingly.</i>
Other Specific Duties:
Any other duties as required by the Head of Admissions and Marketing and the Principal.

Person Specification: Admissions and Office Support Administrator

Person Specification

A. Qualifications and Experience

- Degree or equivalent in chosen subject
- Proficient in MS Office 365 (Teams, Excel and Word)
- Experience in an International School setting is an advantage
- Experience of EduTrust compliance systems is an advantage
- ICA Student Pass process experience is an advantage

B. Knowledge, Understanding, Skills and Abilities

- Excellent computer skills
- Excellent communication skills
- Pleasant disposition, team player
- Meticulous, attention to detail
- Able to meet tight deadlines

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource