

Job Spec

Responsible for team-wide Support on recruitment

The role of Admissions officer is to engage with families and assist with applications and recruitment for all new students. This may involve travel at different times for recruitment events to the mainland.

The following are the main duties:

- Oversee and Help all Admissions teams with their group enrollments and support and trains in each year group.
- Oversee the interviews set up by the Admissions team and ensure they are processed by the staff in a timely manner.
- Dealing with inquiries.
- Dealing with incoming phone calls
- Monthly POE Reports
 - Additional Reports for POE as requested.
- HS Admissions until new staff Join
- Map testing for HS
- Taking applications for rolling admissions.
- Assist if additional help is needed for translating interviews for the [EC.ES](#) group.
- Sending out a decision letter to all applicants who have the interview. (HS)
- Regularly visit the post office to send acceptance letters to the parents.
- Sending out the contract for new and returning students. (HS)
- Create admissions reports regularly and share them with each school's principal working with POE.
- Assist Director in creating an admissions plan for POE yearly.
- Operating off-line Info sessions (Mainland) (Ship the materials to the venue/deal with an agency assisting events)
- Dealing with parents who sign up for the Mainland info sessions each time.
- Cooperating with the event agency for Info sessions
- School tour for visitors and families who have an interview on campus.
- Working with JEINS to provide admissions data (called admissions report).
- Providing admissions data for the annual audit and whenever they request.
- Working on the SchoolAdmin system/Open Apply
- Providing enrollment data to each division (e.g., ICT, Dorm, Cafeteria, COS, Medical Centre, and each school division).
- Scholarship
- Training staff

ALL STAFF

- All staff must answer the phones when ringing.
- When new students start Mid-year, please inform all the relevant in-school people and email
- All duties and work for the week will be discussed at the staff meeting
- Confidentiality on the Office

- No information will be disclosed to any staff or outside applicants unless the family is applying for the child. All information in the office is confidential, and all staff are expected to adhere to strict confidentiality.