



SHEBBEAR COLLEGE

Person Specification – Head of International Admissions

Requirement	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• A good Honours Degree• Ability to communicate orally and in writing coherently and appropriately in other European languages, (German, French and Spanish in particular) and Mandarin, in addition to English
Experience	<ul style="list-style-type: none">• Full understanding of how a 4-18 boarding and day school operates• Proven success of working with overseas agents and recruiting pupils• Soft 'selling' skills and excellent relationship building skills• Knowledge and understanding of the academic curriculum, cocurriculum and boarding life in Schools	
Skills and aptitudes	<ul style="list-style-type: none">• Persistence• Collaborative leader• Team player• Excellent telephone manner• Excellent organisational and administrative, communication and listening skills	
Personal Qualities	<ul style="list-style-type: none">• Flexibility (including unsociable hours) to work longer hours in some weeks and fewer in others to even out depending on the international calendar of events and recruitment campaigns• Stamina and energy to work persistently (especially across time zones)• Positive and enthusiastic• Enthusiasm to get involved in the wider life of the School	

