



**Candidate Information Pack**  
**Front Office and Admissions**  
**Assistant**

**Applications from expatriates are**  
**encouraged**

**UPPINGHAM**  
**CAIRO**

## About Us

**Uppingham School, founded in 1584, is a leading co-educational independent boarding school in the UK.**

In 2024 Uppingham will open a campus in New Giza, Cairo in conjunction with our partners New Era Education. Our intention is that the Cairo school, situated on a 10-acre site and with all the facilities one would expect from a world-class school, will be the first of a family of international schools for Uppingham.

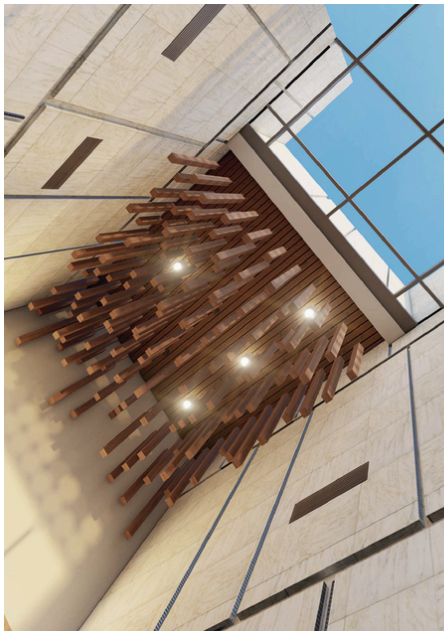
**Developed in collaboration with New Era Education, Uppingham Cairo will offer its pupils a truly international education, offering both International Baccalaureate (IB) Diploma and A levels.**

Based on the values and ethos of Uppingham UK, Uppingham Cairo will also embrace Egypt's rich history and culture to bring a school of exceptional quality to meet the increasing demands of aspiring Egyptian families.

The K-12 (ages 3 to 18) school will boast state-of-the-art teaching and sports facilities and will rank amongst the largest K-12 educational projects in Egypt. Staff at Uppingham Cairo will be offered outstanding accommodation and access to the many facilities offered to residents of New Giza.

The project is being advised and supported by Minerva International Education, a UK-based specialist consultancy with extensive experience in the establishment and operation of international schools.





## The Role

Uppingham Cairo is seeking an experienced Front office and admissions assistant. The Front Office and admissions assistant will be responsible for managing the front desk operations, providing administrative support and supporting the admissions department in the full admissions process and act as an ambassador for Uppingham Cairo.

As an ambassador, you will be responsible for meeting parents and pupils, supporting them in their requests, and maintaining a positive attitude while ensuring seamless operational processes.

## Position Details

Position Name	Front Office and Admissions Assistant
Department	Admissions
Reporting Line	Admissions Director
Employment Type	Full-Time
Contractual Agreement	Annual Contract
Working Hours	7:45 AM to 4:00 PM

## Uppingham Cairo



[Uppingham Cairo](#)

# The Role - Continued

## Front Office Management

- Meet and greet parents and pupils with warmth and enthusiasm, creating a welcoming atmosphere.
- Answer incoming calls, school's email and respond to inquiries or direct them to the appropriate staff member.
- Handle administrative tasks such as filing, copying, scanning, and data entry
- Provide support and assistance to parents and pupils with their inquiries, requests, and concerns.
- Serve as a liaison between parents, pupils, and school staff, facilitating communication and ensuring effective resolution of issues.
- Conduct tours of the school campus for prospective parents and pupils, highlighting key features and programs.
- Collaborate with school administrators and staff to address any concerns or challenges raised by parents or pupils.
- Keep abreast of school policies, programs, and events to provide accurate information to parents and pupils.
- Assist with administrative tasks as needed to support the smooth operation of the school

## Assist with Application Process

- Provide information and guidance to prospective students and families regarding the admissions process.
- Collect and review admission applications, ensuring all required documents are complete and accurate.
- Input applicant data into the admissions database and maintain accurate records.
- Assist in the planning and execution of admissions events such as open houses, information sessions, and campus tours.
- Correspond with applicants via email, phone, and in-person meetings to provide updates on their application status and answer inquiries.
- Schedule admissions interviews and assessments for prospective students as needed.
- Assist admissions counselors and officers with administrative tasks such as filing, copying, and preparing admissions materials.
- Manage incoming mail and deliveries related to admissions.

# About you

## Qualifications:

- Bachelor's degree in Business administration or any relevant field.
- Previous experience in front office, admissions, customer service, or a related field is a must.
- Previous experience in educational institutes is a plus.

## Competencies and Personal Attributes:

- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse groups of people.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite and database management.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Commitment to upholding the values and mission of Uppingham Cairo.



## Application Process

Interested candidates are welcomed to send their updated resumes to  
[HR@neweraeducation-eg.com](mailto:HR@neweraeducation-eg.com).

Please don't forget to add the position name in the subject.

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