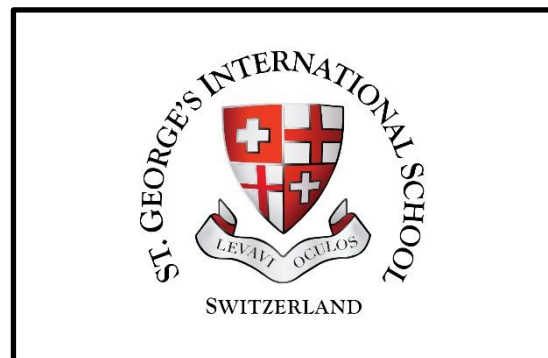


Job Description

Head of Admissions

Switzerland
Montreux



Line Manager/Reporting into: Head of CX&A Europe & Head of School
Full Time
Indeterminate contract
Start Date: January 2022
Closing Date for Applications: 05.12.2021

St George's International School is seeking to appoint a **Head of Admissions** to join us on a Full-Time basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

OUR SCHOOL

St George's International School is a co-educational, independent school, accredited by CIS and located at the foot of the mountains and at the doorstep of the lake, the school offers a unique school setting at the heart of the French Riviera with an extraordinary workplace environment.

Around 400 students between the ages of 18 months and 18 years are registered here (day students and boarders from age 10+ coming from more than 60 nationalities). Children are recognized as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique St George's philosophy and our formula for success are based to a large degree on the quality and depth of our International curricula (Dimensions, Cambridge Lower, IGCSE & IB Diploma), cultural and sporting activities and especially our dynamic and creative teaching staff, fully recognizing that what goes on in the classroom between teacher and student strongly influences the success of the school.

<https://www.stgeorges.ch/>

WHY APPLY

"Be at the forefront of International Education"

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- Lunches at the canteen offered to employees every day;
- Our campus is located at the foot of the mountains and at the gateway to the lake and offers a unique school setting in the heart of the French Riviera.

ROLE SUMMARY & JOB PURPOSE

Reporting to the Global & Europe Director of Customer Experience & Acquisition, the key focus of the role is to develop and implement strategies to grow the recruitment of new students as well as retain existing ones.

The post holder will be responsible for shaping the end-to-end experience for prospective parents and students and implement best practice processes to improve the current in-school conversion and retention rates. This position will drive conversion across key stages of the customer journey and lead the school admission Team to achieve its enrolment goal. The Head of Admissions will also be responsible for driving business growth by developing new opportunities with corporate partners, international agents, Embassies, and local feeder schools.

ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Contribute to revenue generation, by pursuing and converting new business opportunities
- Build cross functional solutions by working with a variety of colleagues across schools and regions
- Manage business relationships internally & externally
- Manage the full Sales Cycle, maintaining and converting a healthy pipeline of leads
- Build relationships with relevant market/industry influencers and represent Inspired at suitable events, ensuring the benefits of our schools are well understood
- Maintain an understanding of industry trends and the challenges of our potential client base
- Develop a holistic customer journey experience and shape all customer touchpoints to drive conversion across all stages of engagement
- Ensure admissions, conversion approach and associated processes enable the school to optimise achievement of student recruitment targets with significant accountability for conversion from enquiry to application and application to enrolment
- Lead all applicant-facing activities.
- Ensure all enrolment activities are tracked and measured to enable weekly reviews of conversion and enrolment activity.
- Set clear 'best practice processes and training' for in school teams in terms of conversion activities and enrolment follow-ups by embedding the global standards and guidelines, ensuring definitions are aligned with the rest of the world
- Lead all enrolment analytics and provide reports, analysis and recommended actions regarding the current and forecasted pipeline
- Help open new channels of lead generation (feeder schools and corporate partnerships)
- Maintain and develop the international recruitment strategy, including the identification and management of new overseas markets and agency relationships (boarding)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Inspired Required Standards	<ul style="list-style-type: none"> • Able to develop brand and communications frameworks • Ability to work on own initiative and manage a heavy workload with maximum attention to detail and without losing sight of overall objective • Results driven 	<ul style="list-style-type: none"> • Analytical Skills • Innovative thinker with strong collaboration
Skills and previous experience	<ul style="list-style-type: none"> • Thorough understanding of the principles of Sales & Marketing • Strong Interpersonal skills 	<ul style="list-style-type: none"> • Previous experience in an educational setting • Experience of working with a CRM
Qualifications and Accreditations		<ul style="list-style-type: none"> • University degree or equivalent from a leading University Group
Personal Competencies and Attributes	<ul style="list-style-type: none"> • Strong Leadership and influencing Skills • Excellent analytical skills • Excellent communication skills • Resilient nature and proven ability to work well under pressure • Commercially aware and results driven • Proactive approach to work • An innovative thinker • Can demonstrate agility and ability to problem solve. • English speaker 	<ul style="list-style-type: none"> • French speaker • Good sense of humour

HOW TO APPLY

- Send an application file (supporting statement addressing why you are the right person for this role and attaching an up to date CV) to sean.philby@inspirededu.com
- Review and shortlist of applications, please note that only shortlisted candidates will be notified.
- Interview with the Inspired Head of Customer Experience & the Principal.

Due to the current COVID environment, interviews are likely to take place via MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of

employment and achievements (iii) at least two referees from a recent/current appointment.

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely on the skills, experiences and attributes needed to continue to deliver excellence.