



## Job Description: Admissions Officer

The British Junior Academy of Brussels (BJAB) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All members of the staff are required to remain updated on any changes to school policies and promote the ethos, aims and policies.

**Position:** Admissions Officer

**Responsible to:** Headteacher

### Primary objective of role:

The Admissions Officer oversees the admission process from enquiry to settling and handles both local and international enquiries with professionalism and efficiency, converting them into successful applications. The Admissions Officer is responsible for administration of applicant files, communication with prospective parents, input on marketing initiatives, preparing relevant reports and statistics for Senior Leaders, and supporting colleagues with compliance administrative tasks.

### Accountability and Responsibilities

#### *Enquiries*

- Manage the admissions process from first enquiry to the pupil's arrival at the school to ensure that it delivers excellent, warm, effective and timely professional client service
- Work creatively and proactively to ensure that the school achieves its annual admissions targets
- Build and maintain a relationship with prospective families, providing excellent communication and an efficient, clear process for them
- Provide information about the school and its mission to everybody who enquires, either by phone, email or face-to-face
- Maintain effective tracking of new enquiries/applicants through each stage of the admission process: enquiry, application, interview, offer, acceptance logging on the school management system (iSAMS)

#### *Visits and Events*

- Arrange and conduct tours of the school sites
- Work closely with the Headteacher to schedule admissions events at ideal times
- Meet and greet visitors ensuring that all aspects of a visit provide an excellent first impression and customer experience
- Assist in the organisation and implementation of open evenings and informational events
- Following up visits and canvassing feedback in order to maximise conversion of visits to applications
- Liaise with students and staff who are supporting open evenings and tours



# The British Junior Academy of Brussels

## ***Administration***

- Input data provided on Application Forms into management information system
- Organise assessment sessions, taster days and visits for prospective students
- Mark prospective pupil assessments and provide data to Senior Leaders for the purpose of admissions decisions
- Prepare offer letters and agreements where necessary
- Contact candidates' current schools for confidential references and safeguarding information
- Chase any missing documents, ensuring all relevant information is uploaded to the school MIS
- Support and assist parents who are interested in financial assistance where necessary
- Manage pre-arrival and departure information from students
- Ensure that all data on school databases is accurately maintained
- General administrative duties to ensure the smooth running of the School Office
- Review and update the Admissions Policy as needed

## ***Marketing and reporting***

- Liaise with colleagues to prepare and align the school's marketing plans to support admissions goals
- Analyse admissions data to prepare regular reports for stakeholders
- Contribute to strategic plans to improve admissions processes, meet intake goals and support the expansion into Senior School
- Expand outreach to BJAB alumni and the greater community

This Job Description may be amended at any time following discussion between the Headteacher and member of staff, to be reviewed annually.

*Date of last review: 5/5/2023*