



LUCTON
SCHOOL est. 1708
SHANGHAI

Information Pack for the post of
Admissions Manager



Lucton School Shanghai

Lucton School Shanghai is a co-educational 100% boarding school for 300 students aged between 15 and 18. All classes are taught in English. Students arrive after a rigorous entry test and interview to take up a one year IGCSE course, followed by the first year of an A level course. They then transfer to the 300 year old Lucton School UK for their final A level year and placement at top Universities in the UK, USA and other destinations.

Lucton School Shanghai is situated in Pudong New District, close to the Pudong International Airport and is purpose built to open in September 2018. All students have single rooms; there is an extensive co-curricular programme and a super curriculum providing academic enrichment. There is teaching on Saturday and a full weekend programme.





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Lucton School

United Kingdom

Lucton is a thriving, co-educational, independent day and boarding school and offers education for pupils aged between 6 months and 18 years of age. Set in historic buildings and idyllic countryside, we build on our 300 years of heritage and traditions to provide a stimulating and forward-looking environment.

Lucton provides an exciting setting for young people to flourish academically and socially. The dedicated and enthusiastic teachers are committed to bringing out the full potential of each pupil whether in the class, on the sports field, in music, drama or through the many extra-curricular activities.

Small classes, a family atmosphere and a boarding house at the heart of the school, all combine to create a warm and homely place in which pupils feel accepted, valued and secure.

At Lucton, we recognise the enormity of the trust the pupils place in us, and our responsibility to build firm foundations, instil moral values and bring out the very best in each pupil.





Employment details

The Appointment

Candidates needs to:

- be in tune with the school's aims and ethos
- be a successful professional in communications, customer care and people leadership
- be confident to approach individuals and gather and retain large amounts of information in a friendly manner
- be a highly credible ambassador for the school
- be able to work effectively with young and old, bringing about change with vigour, good humour and tact
- be able to accept, and adapt to, the very diverse and carrying demands of the role with the ability not to be fazed when tasks are interrupted by the need to change priorities
- be able to motivate, guide, mentor and train everyone who contributes to the Admissions function

Remuneration Package

This important position will offer the candidate:

- A competitive salary and benefits including:
- Flat provided free of charge
- Flight allowance of £1,000 per year



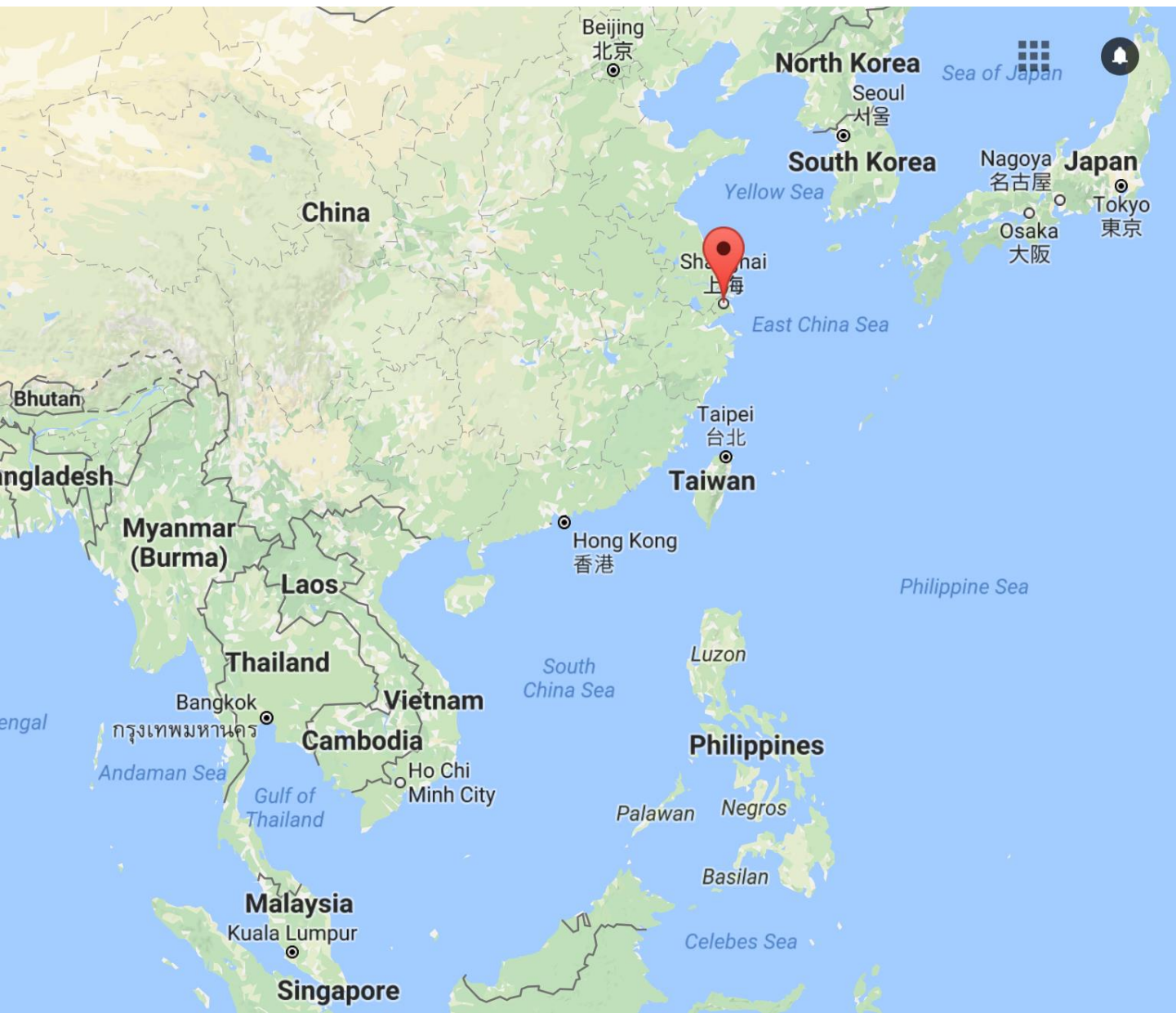
Employment details

The Appointment

	Essential	Desirable
Experience		Work in an educational environment Familiarity with Independent Senior school sector Experience in customer relationship management International experience
Qualifications	Degree educated	Foreign Language skills AMDIS Certificate in Admissions Management Knowledge of school database systems
Other skills	Outstanding communicator Working independently Ability to prioritise tasks and work to deadlines Excellent use of English First class proof-reading ability Meticulous with details Ability to stick to brand guidelines High level of mental arithmetic	Some level of Mandarin
Personal Qualities	Discretion and adherence to confidentiality Relationship building skills Putting people at ease Showing that nothing is too much trouble Motivation to work with people Ability to listen and learn Proactive approach to work Calm at all times Empathy with students and parents	
Knowledge		Up-to-date general knowledge of educational trends Insight into development plans for the school Accurate information about league tables, competitors, universities etc.

Living in Shanghai

Shanghai is one of the most pleasant cities to live in the Far East. It is very well developed and has a significant overseas community. It also has very easy transport access to the rest of China as well as to the rest of the world making both weekend breaks and longer trips possible. It takes 2 hours to fly from Shanghai to the capital city Beijing, Hong Kong, Xi'an (where the Terra-cotta Warriors are found), Sanya (nicest beach in China), Korea or Japan; 4 hours to fly to Malaysia, Singapore, Vietnam or Thailand; and 8 hours to Sydney or Melbourne.



Population and space of living

Although Shanghai has a population of 24 million, because of its much larger size, its population density is less than 1/3 of that of Hong Kong. Shanghai also has large amounts of parks and green space.



Yu Garden



Morning Park View

Religion

Due to its cosmopolitan history, Shanghai has a blend of religious heritage as shown by the religious buildings and institutions still scattered around the city. According to a 2012 survey only around 13% of the population of Shanghai belongs to organised religions, the largest groups being Buddhists with 10.4%, followed by Protestants with 1.9%, Catholics with 0.7% and other faiths with 0.1%. Around 87% of the population may be either irreligious or involved in worship of nature deities and ancestors, Confucian churches, Taoism and folk religious sects.



City God Temple



Catholic Country Church, Shanghai

Architecture

Shanghai has a rich collection of buildings and structures of various architectural styles. The Bund, located by the bank of the Huangpu River, contains a rich collection of early 20th-century architecture, ranging in style from neoclassical HSBC Building to the art deco Sassoon House.

In recent years, a large number of architecturally distinctive and even eccentric buildings have sprung up throughout Shanghai. Notable examples of contemporary architecture include the Shanghai Museum, Shanghai Grand Theatre in the People's Square precinct and Shanghai Oriental Art Center.

The Pudong district of Shanghai is home to a number of skyscrapers, many of which rank among the tallest in the world. Among the most prominent examples are the Jin Mao Tower and the taller Shanghai World Financial Center, which at 492 metres (1,614 ft) tall is the third tallest skyscraper in mainland China and ranks tenth in the world. The Shanghai Tower, completed in 2015, is the tallest building in China, as well as the second tallest in the world.



Shanghai Museum



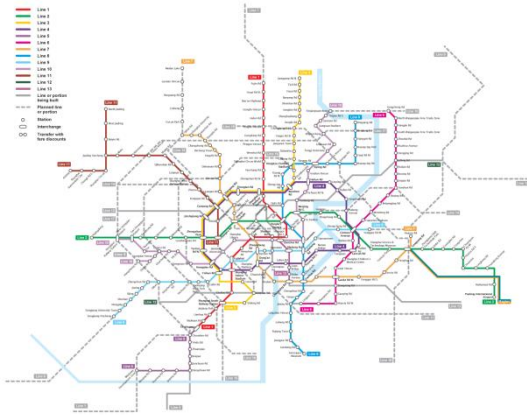
A building on the Bund



The Pudong Skyline

Transport

Shanghai has an extensive public transport system, largely based on metros, buses and taxis. It also connects to China's domestic high speed railways system with trains travelling at 350 km/h. Shanghai is also home to the world's fastest commercial train – the Shanghai Airport Maglev, with its top speed of 432 km/h.



Shanghai Tube Map



Pudong Airport

Sports

Shanghai is home to several football teams, including two in the Chinese Super League – Shanghai Greenland Shenhua and Shanghai SIPG. Another professional team, Shanghai Shenxin, is currently in China League One. China's top tier basketball team, the Shanghai Sharks of the Chinese Basketball Association, developed Yao Ming before he entered the NBA. Shanghai also has an ice hockey team, China Dragon, and a baseball team, the Shanghai Golden Eagles, which plays in the China Baseball League.

Shanghai is the hometown of many outstanding and well-known Chinese professional athletes, such as Yao Ming, the 110-meter hurdler Liu Xiang, the table-tennis player Wang Liqin and the former world women's single champion and current Olympic silver medalist badminton player Wang Yihan.



A Shanghai Shenhua Poster in 2016



Shanghai Disneyland

How to Apply

To apply for the Admissions Manager position, please follow the timetable.

17th January 2018. Candidates to have submitted a letter of application, CV and names of three referees including the current employer to admin@luctonschool.cn

22nd January 2018. Short listed candidates undergo Skype interviews

26th January 2018. Appointment made.

Further Information

Please contact Mr Paddy Armstrong, Governor (International Development), at Paddy.Armstrong@luctonschool.cn should you wish to arrange an informal discussion about this role.

Lucton is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening background checks as part of their pre-employment enquiries.



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