

# ADMISSIONS OFFICER

## JOB DESCRIPTION

### Primary Objective of Role

To support the Admissions Department in registration, admission and assessment related tasks to ensure full roll of students.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students
- Be aware of and have a commitment to equal opportunities for all
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Main Duties

- Processing of applications in accordance with admissions procedures, including making arrangements for school visits, to ensure that all applicants receive a positive impression of the school.
- Dealing with admissions queries from parents made in person, by telephone and email.
- Timely and accurate maintenance of confidential student records, including entering information into the school management information system and the Ministry of Education database.
- Conducting tours of the school campus and organise school open days.
- Organise and conduct entrance assessments on behalf of the Admissions department.
- Assist with monitoring student numbers and student transition.
- Other Admissions related tasks to support the department, as and when required and delegated by the Head of Admissions.

Support staff are expected to work flexibly to enable the effective discharge of their professional duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request



from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time, following discussion between the line manager and member of staff, with changes proposed to the COO for endorsement.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

## Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

## PERSON SPECIFICATION

### Key Requirements

#### Qualifications

- Minimum Secondary/High School Level Education. (E)
- Relevant professional qualification will be preferred. (D)

#### Experience

- Experience of working in an administrative role, ideally in a school or customer-service driven environment. (E)
- Experience working in Admissions department will be preferred. (D)
- Experience of the Schools Information System (iSAMS) and Ministry of Education system (NSIS) advantageous (D)

#### Skills, Knowledge and Abilities

- Excellent interpersonal and communication skills (written and verbal). (E)
- Total integrity to deal with confidential information. (E)
- Team-player, who is flexible to take on any task assigned. (E)
- Excellent command over written and spoken English. (E)
- Must be able to prioritise and plan work activities as to use time efficiently. (E)
- Must be organised, accurate, thorough, and able to monitor work for quality. (E)
- Ability to deal with callers and visitors in a calm and courteous manner. (E)
- Numeracy and literacy skills. (D)
- High level of accuracy and attention to detail. (E)
- Adept in the use of Microsoft applications and databases. (D)



- Ability to communicate in Arabic would be advantageous. (D)

#### Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school (E)
- Ability to identify problems and bring creative solutions (E)
- An outstanding communicator who is dynamic and innovative (E)
- Flexible and adaptable, with energy, stamina and enthusiasm (E)
- Be loyal and discreet (E)
- Sensitive, caring and responsive to the needs of young people (E)
- Empathetic, with excellent listening skills (E)
- Kind and inclusive (E)
- Strives for the highest standards at all times (E)

#### Ethos and School Values

- Committed to operating as an integral part of the school community (E)
- Committed to Doha College's Values, our Vision and Mission (E)
- Possess the desire to get involved in all significant aspects of Doha College school life (E)
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure (E)
- A thirst for knowledge, to develop and improve your subject expertise and teaching skills (E)

