

JOB DESCRIPTION

Position /Designation: Admissions Officer	Department: Admissions
Reporting to: Registrar	Reportees : None

Job Description

About Repton School Al Barsha

Repton School Al Barsha is an international School catering from Nursery (FS1) to Year 11, with exciting plans to extend into Year 13.

We are a well-resourced Apple Distinguished School with exceptional sporting facilities, seeking to achieve the best from every pupil both academically and in extra-curricular activities which is a key aspect of the school program.

Repton School Al Barsha boasts state of the art facilities and is situated at the heart of 'New Dubai' in the Dubai Science Park, Barsha South. It offers the academic rigour of the UK National Curriculum within an inclusive family environment. The School is built on the twin foundations of academic excellence and the highest standards of pastoral care.

Role Overview

The Admissions Officer is a key commercial position in each of our schools and nurseries, reporting to the School Registrar with overall accountability for achieving the school's enrolment objectives.

The role requires a highly proactive individual with creativity and commercial flair, who is able to deliver exceptional customer service, showcasing the school to prospective parents, and ensuring that the school's admissions and enrolments activity meets regulatory requirements.

Responsibilities

- Provide warm welcome and in-depth school tours to prospective parents, that showcase the school's USPs.
- Meet with prospective parents to explain admission procedures, curriculum, fee structure and regulations in order to ensure they enrol their children at the school.
- Collection and accurate recording of various admissions documents.
- Working closely with the compliance team to ensure full completion and accurate KHDA registrations.
- Update, maintain and manage the student database ensuring that up to date information is available on a daily basis.
- Working in close liaison with the Marketing and Academic teams
- Manage the document collection process for new joiners ensuring files are up to date before students attend school.
- Follow up and tracking admissions tours, assessments, withdrawals, and enrolments.
- Communicating and liaising with various staff members when scheduling tours and assessments.
- Support the Registrar with key admissions processes throughout the year including re-registration, class allocation, administration and compliance.
- Provide support to the reception teams during peak periods and absences.
- Take part in the planning of Admissions events.
- Other duties as requested by the Registrar or Group Admissions Manager.

Skills

- Capable of working in a fast paced environment with the ability to multitask
- Time management, organisation and planning
- Exceptional customer service
- Knowledge of CRM systems, MS Word and Excel (iSams and Hubspot is an advantage)
- Fluent in written and spoken English

Qualifications

Bachelor's Degree in Business or relevant field from an accredited University.

Experience

2 years of experience in relevant field with a clear track record of achievement in a sales / target driven role.

Approved by:	<i>Fayeza Davis</i>
Date approved:	<i>28 Jan 2024</i>
Reviewed:	
Signature of the employee:	