

## JOB DESCRIPTION: Admissions Officer

<b>PURPOSE:</b>	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
<b>RESPONSIBLE TO:</b>	<b>Principal</b>
<b>DISCLOSURE LEVEL:</b>	<b>Enhanced</b>
<b>WORKING TIME:</b>	<b>Full-time</b>

### Summary of Responsibilities

#### Job Purpose:

- To oversee the strategic plan and programme of admissions of new students to the school from enquiry to enrolment.

### MAIN DUTIES

- To create the strategic plan for Admissions for SMMIS
- To ensure that the school is fully compliant with EduTrust requirements
- To ensure that all EduTrust manuals are up to date and adhered to fully
- To increase numbers at SMMIS through a creative and pro-active strategy of admissions
- To oversee the admissions process from enquiry to admission
- To actively promote the school, through a variety of medium, to the International Jewish Community and the wider Singapore Community
- To present the school to prospective students and parents, including systematic and efficient handling of applications and communication with candidates and their parents through multichannel methods eg online system, email and phone.
- To deliver a personalised visit experience to each prospective parent and student
- To contact candidate's previous schools and teachers for background information on prospective students
- To co-ordinate Admissions Assessments
- To organise Admissions Committee and present the Principal and the Committee candidates for enrolment
- Coordinating new student entry into the school system (IT, library, class, PA, etc.)
- To work closely with the Communications and Marketing to actively promote the school and firmly place it on the International School map
- To be an advocate of the school in all settings

### Other Specific Duties:

- To support new students and their family in adapting to the school
- To work with the Admin team on the MOE application process for permission to admit Singaporean children into SMMIS beyond Grade 1, in a timely manner
- To execute and analyse SMMIS New Students Survey

- To liaise with various departments in the school to ensure that prospective students get the services they need, e.g. financial aid, scholarships
- To manage the re-enrolment of current students for the coming year
- To continually evaluate and redesign all aspects of the admissions programme with the goal of maintaining a capacity enrolment of qualified students
- To keep relevant statistics on all aspects of admissions and re-enrolment
- To manage Open House events, and follow up
- To conduct school tours
- To manage student data base record
- To oversee the creation and maintenance of student files, including updating the correct passes for Students and Parents
- To attend Admissions conferences and cooperate with other Admissions Offices
- To work closely with Finance on FPS, and student enrolment reporting
- Act in compliance with all Admissions Department regulatory obligations at all times, in particular those set out by EDB, MOE, ICA and CPE / EduTrust
- Any other duties as required by the Principal

## Person Specification – Admissions Officer

### Person Specification: Admissions

#### A. Qualifications and Experience

- Diploma or equivalent in a relevant discipline.
- Minimum 2 – 3 years relevant working experience in the education industry.
- Prior experience working in Singapore International School system will be a plus.

#### B. Knowledge, Understanding, Skills and Abilities

- Proficient in Microsoft Office (Excel and Words).
- Singapore International school system
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures
- Excellent command of spoken and written English

#### C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach