



# Admissions Manager

February 2020





## Brighton College Abu Dhabi wishes to recruit an Admissions Manager

Brighton College Abu Dhabi, the sister school of Brighton College UK, is a leading Independent-style British International School located in the United Arab Emirates. Founded in 2011 at a prime location on Abu Dhabi Island on a purpose-built, state-of-the-art campus, the College is heavily over-subscribed and was rated outstanding in all six categories at the most recent ADEK inspection.



Brighton College Abu Dhabi benefits from a strong partnership with Brighton College, the UK's top co-educational independent school, and with Brighton College Al Ain, Brighton College Dubai and Brighton College Bangkok. The Brighton family of schools currently educates more than 5,000 pupils.

A key component of Brighton's internationalism is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child. All pupils in the Brighton family of schools are valued for their own sake and encouraged to develop their talents to the full, in a community where there are no stereotypes and every achievement, however small, is noticed.

Brighton's success is built upon recruiting genuinely inspirational teachers who can enthuse about their subject and will maintain an exciting and vibrant intellectual environment in which children are able to explore their interests, develop their existing talents and acquire new ones.

This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our positioning as one of the leading academic schools in the Middle East, is testament to the dedication and hard work of our common room.

Packages are amongst the best globally with an excellent basic salary and comprehensive benefits. We also offer exceptional levels of financial support for Continuing Professional Development.

### Overview

The successful candidate will have at the heart of his or her approach the mantra '**fight for every enrolment**'.

The Admissions Manager is primarily responsible for pupil recruitment, the admission process and collaborating with marketing.

## Key Qualities/Experience

- A minimum of two years' experience working in similar role at Senior Management Level within an educational setting.
- A University Degree from a recognised academic institution.
- Strong interpersonal, administrative, organisational and communication skills.
- Previous experience in a school or other educational establishment advantageous.
- A good working knowledge of *Word, Excel, Publisher*, mail merge, Internet and information management systems.
- To be able to prioritise and be highly organised, systematic and resourceful, flexible, energetic and possess a calm and appropriate nature suited to an educational environment.
- Excellent people skills, a confident and articulate telephone manner and an appreciation of the requirements of a premium international British curriculum independent school.
- To be able to work under pressure and to be very presentable. A good sense of humour and the ability to be totally discreet are essential qualities.
- Full driving licence

## Key Responsibilities

### **1. Provide all prospective families with a friendly, professional, helpful and efficient service from enquiry to entry:**

- Respond to Admission enquiries and send out Joining Packs, recording prospective parent and pupil details
- Manage the pupil registration and admissions process
- Arrange parental visits, taster days and assessments for prospective pupils
- Liaise with prospective parents regarding registration fees, deposits, taster days and uniform
- Administer assessment and teacher feedback and produce assessment results for the Head Master
- Create and maintain prospective and current pupil records on Management Information System
- Maintain Pupil Registration and Waiting Lists. Gather comprehensive information about each contact with a family and record on database to ensure relevant information about visiting families is available to the Head Master, arranging for him to meet them at least informally and briefly on their visit to the school where this is possible.
- Follow up all visits with written communication
- Monitor enquiries and registrations, and identify trends, providing comparisons with previous years in order to aid educational and financial planning.

### **2. Marketing**

- Contribute and collaborate with marketing on the positive promotion of the school to the local and wider community
- Keep abreast of changes within competitor schools and create monthly competitor analysis/report
- Provide valuable support to the school's social media platforms within agreed policies and procedures
- Explore, propose and collaborate with marketing on new ideas to market the school
- Provide insight and actively support the marketing and advertising of Open Mornings and other events aimed to promote the school
- Actively support and participate in Open Days to ensure that prospective families receive appropriate information and have a positive experience
- Provide input to the preparation of information packs for Open Mornings and all other promotional events
- Liaise with marketing to ensure that the College's profile is maintained, seizing opportunities for publicity and, within budgetary restrictions, using 'advertorials', social media and other means to ensure that good news about the school is promulgated
- Liaise closely with the Head Master and staff to ensure a flow of information about the College's many

successes

- Attend and contribute actively to the Marketing Committee, chaired by the Head Master or his Deputy
- Contribute to the maintaining/updating of the school branded materials

### **3. Communication with other schools**

- Liaise with the Brighton College UK Admissions Office
- Attend, where practical and cost-effective, regular meetings with Admissions Managers from the Brighton College Family of Schools to ensure best practice in admissions procedures and processes and ensure that recruitment is closely co-ordinated
- Manage the admissions administration of any scholarship or bursary or other such scheme the College may from time to time have in place

### **4. Administration**

- Performance manage the admissions team, ensuring efficiency, value for money and the highest standards of courtesy towards parents
- Ensure records are filed and maintained efficiently and thoroughly
- Prepare and produce the School and House Lists ensuring that all school lists are accurate and up-to-date at the beginning of each academic year and throughout the year as changes occur
- Prepare pupil starter and leaver records for the Finance Department to allow for accounting records and fee preparation
- Produce the monthly electronic copy of the Admissions Manager
- Oversee the entry of pupils onto the ADEK admissions system and notify the appropriate authorities of pupil leavers
- Ensure that steps are taken in every instance to find out reasons for departures and keep appropriate record so any trends can be identified and addressed
- Produce Roll Numbers for the Head Master as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list, may be adapted to suit the strengths of the successful candidate and may be extended or altered to include other tasks that are commensurate with the role as directed by the Head Master.

The postholder will undertake such other specific duties which may, from time to time, be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the school.

## **How to apply:**

All applications must consist of the following completed documents:

1. Letter of application addressed to The Head Master, Mr Simon Corns, Brighton College Abu Dhabi
2. Completed application form (available on our website [www.brightoncollege.ae](http://www.brightoncollege.ae))
3. CV (maximum 4 pages)
4. Your application should also include a scanned copy of your highest qualifications.

**Closing date for applications: Thursday 27<sup>th</sup> February 2020**

NOTE: We reserve the right to interview and offer to a strong candidate prior to the closing date. It is

strongly recommended that candidates submit their applications as soon as possible.

## Safeguarding

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applications should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. An ACRO police certificate in the UK and/or a local police certificate will be requested for the successful candidate