



## The British International School Ho Chi Minh City

### JOB TITLE

Data Entry & Analyst

### JOB PURPOSE

To support the Admissions Managers and Officer, Principal and wider SLT to input and interpret admissions data.

You will act as an ambassador for the school, enhancing and building our reputation both locally and globally. You will work across our school community to embed a sense of community, pride and belonging.

### REPORTING TO

Admissions Manager(s)

### DIRECT REPORTS

TBC per school

### OTHER KEY RELATIONSHIPS

- School SLT
- Admissions staff in school

### PACKAGE

TBC per school

### KEY RESULT AREA

### MEASURES OF PERFORMANCE

#### Data capture and pipeline tracking

- Entering data and updating data given by admission officers to database.
- Ensure that a clean, accurate and up-to-date database of prospective families is maintained at all stages in the admissions process, that will include both input and analysis.
- Report as required on Key Performance Indicators and conversion data. Provide insightful interpretation of all admissions and marketing data as required.
- As required, maintain a clean and accurate database of other contacts who have/may have an influence on the admissions process, including but not limited to relocation agents and feeder schools.
- Propose improvements to the use of the school admissions database when necessary.

Any other duties as and when required.

#### Skills required:

- Organization
- Typing
- Data Entry Skills
- Attention to Details
- Thoroughness
- Analyzing Information

- Relevant KPI data e.g. number of student enquiries and conversion rate of those enquiries
- Brand recognition identified via Parent Survey and other sources
- Digital metrics

<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive performance appraisal</li> </ul>
<p><b>Other</b></p> <p><b>We are ambitious for our students, our people and our family of schools.</b></p> <p>We believe that:</p> <ul style="list-style-type: none"> <li>▪ There is no limit to what every person can achieve.</li> <li>▪ Creativity and challenge help us get better every day.</li> <li>▪ Learning should be personalised.</li> <li>▪ Unique global opportunities enhance the learning experience.</li> </ul> <p><b>Promote and adhere to the Company Vision and Values.</b></p> <ul style="list-style-type: none"> <li>▪ All staff are required to manage effective personal development as part of the Company’s commitment to invest in staff as the key resource in the organisation.</li> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.</li> <li>▪ Any other appropriate duties as allocated by the Admission Manager or the assigned person.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Role-model the ‘Be Ambitious’ philosophy each day</li> <li>▪ Valued member of the team and the wider organisation</li> </ul>

Signature:

Employee Full name:

Date: