

LOCATION	BIS HCMC	
JOB TITLE	Primary Admissions Officer	
JOB PURPOSE	<p>The post-holder's primary responsibility will be the co-ordination and administration of all tasks and activities related to admission and enrolment of students to the BIS EY&I Campus.</p> <p>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,</p>	
REPORTING TO	Primary Admissions Manager	
DIRECT REPORTS	TBC per school	
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ School SLT ▪ Admissions staff in school 	
PACKAGE	TBC per school	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>To carry out all relevant tasks as outlined in the BIS Standard Admission Procedures Manual</p> <p>To be the first point of contact for enquiries about student admissions to the Primary Campus from all English speaking parents</p> <p>To respond to telephone and e-mail enquiries and to provide prospective parents with appropriate information about the school and the curriculum on offer; maintain detailed knowledge of the school's curriculum and extra curricular provision and attend events in order to develop that knowledge</p> <p>To meet with prospective parents and give guided tours of the campus</p> <p>To record and monitor all prospective pupils, from initial enquiry to final acceptance or withdrawal from the process, using the SIMS Registration and Admissions module</p> <p>To produce weekly/monthly reports from SIMS in conjunction with Excel Spread sheet reports indicating current enrolment, current wait listings, break down of nationalities and potential spaces available and any other information as requested by the Principal, Head of Campus, Admissions Manager or Directors of the school</p> <p>To ensure each application form is completed correctly, that the Admission Contract has been signed by the parents and that the required checklist of additional documents have been attached</p> <p>To ensure payment of the Application Fee has been made for each application submitted</p> <p>To make arrangements for students to sit assessment tests and once completed ensure the relevant reports are attached to the application forms.</p>	<ul style="list-style-type: none"> ▪ 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>Support the organisation of group entrance tests and attend these out of normal working hours as required</p> <p>To maintain accurate records of expected new students and those on waiting lists and liaise with parents as to applicants status on the list</p> <p>To ensure the collection of all relevant documentation and to meet with the Head of Campus or Deputy Head of Campus to discuss the suitability of an applicant when a place is available to offer</p> <p>To prepare offers, rejections or waiting list letters for all English speaking applicants</p> <p>To receive acceptance of places and ensure the registration fee has been paid within the required timescale</p> <p>To follow up on outstanding fees by telephone or by e-mail</p> <p>To ensure the Accounts Department are notified of all admissions and leavers from the Secondary Campus</p> <p>To ensure that the Deputy Head, Head of Year, Form Tutor and other relevant colleagues are aware of new admissions and leavers</p> <p>To meet with the Deputy Head to discuss placement of new students</p> <p>To issue and receive Withdrawal Application Forms and to notify the Accounts Department and acknowledge receipt thereof via e-mail to the parents</p> <p>To work in cooperation and conjunction with the Vietnamese Admissions Officer</p> <p>To liaise with Admissions staff at the An Phu Primary Campus, Tu Xuong Primary Campus, BIS Hanoi and BVIS schools when necessary for cross campus admissions or movement between the schools.</p> <p>To provide cover for other Administration colleagues when required</p> <p>To fulfil any reasonable additional responsibilities as may be from time to time requested by the Head of Campus</p> <p>To support Parent Teacher related events and be the primary liaison between PTG for these events.</p>	
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> ▪ Positive performance appraisal

Other

We are ambitious for our students, our people and our family of schools.

We believe that:

- There is no limit to what every person can achieve
- Creativity and challenge help us get better every day
- Learning should be personalised
- Unique global opportunities enhance the learning experience

Promote and adhere to the Company Vision and Values:

- **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- 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
- 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
- Any other appropriate duties as allocated by the school Principal

- Role-model the 'Be Ambitious' philosophy each day

- Valued member of the team and the wider organisation