

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 HCMC.</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	Head of Campus/Primary Admissions Manager	
DIRECT REPORTS	TBC per school	
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ School SLT ▪ Admissions staff in school ▪ Class teachers 	
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 from Vietnamese 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 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 and uploaded onto SIMs</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>		<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>To prepare offers, rejections or waiting list letters for all Vietnamese 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 Vietnamese admissions and leavers</p> <p>To ensure that the Deputy Head, Head of Year, Form Tutor and other relevant colleagues are aware of new Vietnamese admissions and leavers</p> <p>To meet with the Head of Campus or Deputy Head of Campus 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 liaise with Admissions staff across all BIS HCMC campuses and when necessary, across the NAE Group of Schools for cross campus admissions or movement between the schools.</p> <p>To provide cover for other Administration colleagues when required</p> <p>To support Parent Teacher related events</p> <p>To fulfil any reasonable additional responsibilities as may be from time to time requested by the Head of Campus</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
<p>Other</p> <p>We are ambitious for our students, our people and our family of schools.</p> <p>We believe that:</p> <ul style="list-style-type: none"> ▪ 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 <p>Promote and adhere to the Company Vision and Values:</p> <ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ Role-model the 'Be Ambitious' philosophy each day ▪ Valued member of the team and the wider organisation

<ul style="list-style-type: none">▪ 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 Head of Campus and school Principal	
--	--