

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	Assistant to Marketing and Admissions (DAM)
JOB PURPOSE	To assist the Marketing and Events Manager and the Admissions Manager in any administrative and organisational tasks
REPORTING TO	Admissions and Marketing Team
DIRECT REPORTS	None
OTHER KEY RELATIONSHIPS	Principal Reception team
PACKAGE	Competitive

Core requirements of the post

In fulfilling the requirements of the post, the Assistant to Marketing and Admissions (DAM) will demonstrate essential professional characteristics, and in particular will;

- Answer the telephone in a polite, professional and timely fashion
- Deal with simple enquiries employing the good judgement to know when to pass the call to more senior colleagues
- Support and assist the Marketing and Admissions team in any reasonable duty as directed by them

Admissions support

- Create and maintain admission files (by photocopying, filing, etc.) and follow up to ensure all documents have been received
- Support Admissions officer with supplies, delivering files to assessment teachers, book and set up entrance tests in conference room, mark maths entrance papers, print forms, exams and brochures
- Input and update data on the school's and where appropriate NAE's MIS system including entering each new **student**
- Provide some school tours to prospective new families

Marketing and Events support

- Review social media sites and update where relevant with appropriate and approved information regarding the school and the company brand (Facebook, Picasa, Wikipedia etc.)
- Prepare a list of events for each month checking they are correctly taken from the Portal and communicate and approved version of this to the community
- Ensure TV screens are updated with current events and posters including the preparation of new ones every Friday
- Take photos and videos of events where appropriate and upload photos and videos to Picasa for parent viewing and wider distribution
- Put up posters when they arrive from printer, check validity of existing posters and remove old ones.
- Assist with the creation of the annual yearbook, including: Taking photos of students who didn't have their picture taken in by school photographer, make sure there are enough photos for each page, make sure the yearbook representatives are doing their job and proof checking names
- Provide the logistical support required to set up of events and ensure maintenance, signage, tablecloths, drinks, food are provided for the smooth

running of an event and which includes coordination with cafeteria and other school support services as and when necessary

- Organize name badges for events when appropriate

Commitment to Personal and Professional Development

- Participate in and fully engage with the school's performance management and appraisal process.
- Demonstrate continuous professional and personal development through the identification and implementation of individual development plans arising from company and school performance management and appraisal processes
- Contribute to wider engagement of colleagues in the marketing and admission function giving support and willingly sharing ideas and materials to promote this

Commitment and engagement to the following Company and Professional Values and Dispositions:

- **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Encouraging and accepting leadership** within the organisation- 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.
- **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- **Complying with legal, contractual and company requirements** – including statutory responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- **Any other appropriate duties** - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative

PERSON SPECIFICATIONS

Qualifications/Training

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| ▪ Qualified to degree level or similar | Preferred |
|--|-----------|

Experience / Knowledge

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| ▪ Strong computer literacy skills (Excel, Word, database management) | Essential |
| ▪ Sensitive to numbers | Essential |
| ▪ Good telephone and email manner | Essential |

Skills

- | | |
|--|-----------|
| ▪ Excellent oral and written skills in English | Essential |
| ▪ Be flexible and a team player | Essential |
| • Knowledge of Spanish | Essential |
| ▪ Imaginative | Essential |
| ▪ Able to work under stress | Essential |

Personal Attributes

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| ▪ High levels of personal integrity | Essential |
| ▪ Excellent organisational and time-management skills | Essential |
| ▪ Attention to detail | Essential |
| ▪ Ability to work under pressure and remain calm | Essential |
| ▪ Willingness to take on multiple tasks | Essential |
| ▪ Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| ▪ Self-motivated and enthusiastic | Essential |
| ▪ Ability to work independently | Essential |
| ▪ Continually strive for improvement | Essential |
| ▪ Adaptability | Essential |

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Europe