

Admissions officer | The Aquila School Dubai

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Company: The Aquila School

Location: Dubai

Category: other-general

Admissions officer | The Aquila School Dubai

The Aquila School is a happy community school with amazing learning at its heart. At our school pupils are empowered to make choices, engage in meaningful learning experiences and make exceptional progress.

For all staff in school we share a responsibility to ensure that children are safe and properly supervised at all times. Our school is committed to 'amazing learning' - providing enjoyable and meaningful learning experiences so that every pupil makes as much progress as possible. All staff are expected to adhere to The Aquila Professional Code of Conduct and commit to promoting our vision – 'A happy community school with amazing learning at its heart where pupils are empowered to make choices, engage in meaningful learning experiences and make exceptional progress'. Our focus is providing children with amazing learning and to be the school of choice for the community we serve.

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Key Duties Include

To follow up on all new enquiries within one working day, answering questions and converting enquiries to admissions meetings

Following up after meetings for all their appointments, up to and including an offer being made, and liaising with the registrar and finance so there is a smooth hand over for offers

To lead parent tours of the school and support meetings as required

To manage and maintain the appointment calendar, chasing any missed appointments, and

ensuring the welcome area for parents is prepared before meetings

Weekly reconciliation between Hubspot and Engage to make sure records are always up-to-date

To manage the multiple databases of parent enquiries.

To participate in regular meetings with the admission/marketing team meetings and to share information with the school leaders and ISP on a regular basis.

To cover reception as required and support the day to day running of the school

To contribute to the weekly KPI reports, enrolments reports and pipeline reports, with the support of the registrar and head of admissions.

To be a primary contact for new incoming enrolment enquiries

#J-18808-Ljbffr

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