

Manager Admissions Kent College Dubai | Aldar Education Dubai

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Company: Aldar Education

Location: Dubai

Category: other-general

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As the leading education group in Abu Dhabi, we provide sustainable, inclusive and innovative learning that inspire and empower communities.

The Admissions Manager has responsibility for working with prospective and current parents to maintain a high rate of conversion of enquiries into registrations and managing the admissions process for all pupils looking to join the school.

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Responsibilities

Main Duties:

The Admissions manager will be in charge of managing the entire admissions process for Kent College Dubai from the enquiry stage to enrolments.

The candidate will manage the development of the admissions module and ensure alignment with Aldar policies and procedures.

Acts as a first point of contact to prospective parents by phone, email or in person by providing a warm and professional welcome in responding to their queries and requests and ensuring exceptional levels of communication and customer service.

Develop enrolments strategies to meet enrolments target set for the academic year.

Coordinate with the MOE and ensure admissions compliance with regulations.

Report on a weekly basis to the management on enrolments progress.

Specific Duties:

Develop the admissions policy and all communications templates to support with launching

the admissions opening.

Records accurate and timely information relating to school admissions

(enquiries/visits/applications/app withdrawal/starters and leavers) on the systems as may be required to ensure compliance and accuracy of data.

Assists with Admissions, Marketing and VIP related events.

Manage all communications with parents related to admissions.

Hosts school tours for prospective families in a warm and friendly manner ensuring parents receive all the information required to help them make positive decisions about Kent College Dubai . In the absence of school tours, arrange and host online chats with prospective parents.

Tracks applications to ensure that every lead is optimised and data is kept refreshed and accurate.

Manager and supports with the re-enrolment of existing students.

Ensures all applicants supply correct documentation throughout the different stages of the process; track, monitor and follow up as appropriate.

Acts as a day-to-day lead for the Admissions evaluation process by liaising with families to coordinate evaluations at Kent College Dubai , online or at applicants' school (overseas students).

Manages the GL assessment process to ensure passcodes are prepared.

Undertaking online and in person evaluations with students, including interviews and assessments. Provide a commentary regarding suitability for a place.

Manages the administration of Taster Sessions and the assessment process, attend Taster sessions as required (Weekend and after school hours).

Monitors and follow ups outstanding paperwork; reports and confidential references, to allow for timely review of applications.

Sends offers and monitors responses and follows up in a timely and appropriate manner.

Process leavers in line with Kent College Dubai procedures ensuring all relevant personnel are advised.

Ensures all new families each term receive welcome information and are supported as necessary to feel welcome and settled at Kent College Dubai.

Liaises closely with Teachers, Heads of School and Admin staff with regards to the smooth transition or induction of new families and supports arrangements for new starters.

Qualifications

REQUIREMENTS:

Minimum Qualifications:

Bachelor's degree Required

Minimum Experience:

4 years of work experience at a school

Job Specific Knowledge & Skills:

Customer service – confident and personable.

Excellent communication skills.

Adept in use of IT Microsoft, Google, Management Systems.

Ability to work using own initiative.

Excellent organisational skills.

Exceptional levels of accuracy and attention to detail.

Ability to MultiTask and prioritise.

Experience in admissions processes is an advantage.

Experience of ISAMS and/or Open Apply is an advantage.

Good knowledge of British Curriculum/schools is an advantage.

Team player.

Laws, rules, and regulations related to assigned activities.

Strong interpersonal skills.

A positive approach to their duties.

Ability to engage with a wide range of stakeholders.

Integrity to deal with matters of confidentiality.

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