

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Admissions Manager	Reference: February 2024
Function/Department	Admissions	Location: AIS
Manager Title	Director of Marketing and Admissions	
Position Type	Permanent	
Position Status	Full-time	

### Position Objective

- The core purpose of the role of an Admissions Manager is to be a brand ambassador who understands the school's value proposition, appreciates individual parent and student needs in order to effectively sell the school to prospects. The Admissions Manager should develop a deep understanding of individual parent and student needs and appropriately tailor the approach to each situation to provide a personalised visit experience and drive a high rate of conversions to drive new enrolments

### Responsibilities

- Develop personal rapport with prospective parents and students by gathering as much information on specific needs, background and profile of each parent and student based on the information provided to tailor the visit
- Deliver personalised visit experience to each prospective parent and student by effectively and persuasively articulating the AIS USP
- Conduct 1:1 virtual and in person group tours of the school and answer parent and student queries during post tour consultations and assist families with the application process thru to enrolment status - this includes follow up, uploading documents and working with the team to ensure a seamless process for new family transitions
- Act as brand ambassador and present the school to prospective parents and students at recruitment events, open days and information sessions locally and in overseas markets
- Attend and promote the school at internal and external events with prospective new parents throughout the year (Open House, Webinars, Theatre shows, networking, Expat fairs, etc)
- Other duties as directed by the Director of Marketing and Admissions

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with who, they come into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

### Position Requirements

- Excellent verbal communication, presentation and persuasion skills in a 1:1 and group setting
- Excellent written communication skills
- Result oriented and driven by successful outcomes
- Experience in dealing with clients in a multi-cultural setting
- Fluent in English and proficiency in an Asian language is preferred



- Outstanding time management and organisation skills
- Experience with Central Records System (CRM) preferably dynamics

### Qualifications

- A minimum of three to five years direct sales experience in a highly personalised B2C environment ideally though not necessarily in education or related businesses
- Bachelor's Degree qualification preferred

### Contacts

- Enquiry Managers, Applications Managers, Director of Marketing & Admissions, Marketing and Academic teams, Communications & Community Engagement team

### Working Conditions

- Ability to deliver numerous daily walking tours
- Meetings as required
- Country role
- Individual contributor working as part of an Admissions team
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Requirement to attend selected events outside of business hours
- Office location within a school environment at Lorong Chuan

### Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Performance bonus
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background check: Required