



**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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 & Marketing Assistant	Reference: February 2024
Function/Department	Admissions	Location: AIS
Manager Title	Director of Marketing and Admissions	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Support the wider Admissions team in dealing with prospective families at all stages of the Admissions process.
- Assist in the organising of promotional events and traditional or digital campaigns and attend them to facilitate their success.
- Work with the school offices to manage the new joiner pipeline and ensure the school is prepared to welcome students on their first day at school.
- Create a great first impression of AIS, ensuring Admissions guests have a first-class experience when visiting the campus or starting their first day at school.

## Responsibilities

- Maintain and improve the policies in support of the school's mission to always impress current and prospective clients.
- Manage the Admissions reception, including any walk-in families and ensure prospective parents are greeted and made comfortable upon arrival.
- Assist Enquiry team in responding to Admissions queries via email, phone, and Live Chat.
- Assisting the Enquiry team to remind families about upcoming events and help with follow up after admissions events.
- Supporting the admissions team to ensure that staff are always available to meet new starters and take them to class or school office.
- Coordinate overseas event bookings for flights and hotels.
- Support Director of Marketing & Admissions to organise Open House, new students' orientations (virtual or physical) and any other events.
- Ensure stock of all company inventories, such as Prospectus, brochures and goodie bags are as needed.
- Assist marketing team with administrative ad hoc marketing tasks, as required.
- Other duties as assigned by Director of Marketing & Admissions.
- Include span of control (ie: number of direct or indirect reports)

**It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. 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 Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**



## Position Requirements

- Administration experience working within an office setting; school experience is desirable but not essential.
- Excellent verbal communications skills.
- Experience in working in a multi-cultural setting.
- Must have native English language, both spoken and written
- Proficiency in a second Asian language (esp. Mandarin) is desirable.
- Must be proficient in Microsoft Office
- Proficiency in Canva is desirable
- Demonstrates the AIS Values – Opportunity, Respect and Achievement

## Qualifications

- Degree or Diploma
- At least 3 years administrative experience

## Contacts

- Direct reporting to Director of Marketing and Admissions
- Liaise with Admissions Managers, Marketing Manager and other school staff.

## Working Conditions

- School environment
- Work efficiently and collaboratively in a team
- Be prepared to assist with special events as required.

## Terms of Employment

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- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 18 working days
- Medical Benefits: Medical insurance provided where applicable.
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave (including sick leave)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

I confirm I have read, understood, and accept this Job Description as a guide to my position and with meeting the responsibilities it carries.