

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	Senior Manager - Admissions & Applications	Reference: September 2023
Function/Department	Marketing & Admissions	Location: AIS
Manager Title	Director of Marketing & Admissions	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- The core purpose of the Senior Manager - Admissions & Applications is to manage the application procedures, undertake the internal review and approval of each application, and manage the space capacity to secure students placement.
- You will be responsible for engaging with other internal stakeholders on student applications to ensure that all processes, procedures, documents, and inputs are adequately verified, and the school is fully able to support each student's educational needs before a formal placement offer is made.
- You will ensure all processes and procedures from Enquiry to Enrolment are seamless and assist the Director of Marketing & Admissions (DMA) to deliver the team budget.

Responsibilities

- You are required to engage and lead the Applications team to ensure student information is correct on our internal systems (ie: passport details, names, age, etc), that documents are completed whilst reviewing applications, and that all document requirements (in terms of details, pre-requisites, etc) are met. You are also required to identify gaps, partnering with the Admissions managers to ensure all necessary information is complete.
- Administer all testing needs for applications and manage processes related to the Ministry of Education (MOE), along with student visa related applications. Liaise with Head of Sub Schools for further review of applications and arrangement of meetings.
- Liaise with the on-boarding and education provision teams to ensure a smooth handover of successful applications to the on-boarding team, enhancing the customer journey.
- Attend and promote the school at internal and external events with prospective new parents throughout the year (Open House, Networking, Expat fairs, etc).
- Managing and processing administration for student enrolments, ensuring compliance is adhered to prior to the start of school.
- Produce and compile regular weekly forecasting and capacity reports including year and class forecasts.
- Ensure internal processes from enquiry, and admission to application is determined and ensure compliance of workflow/processes across the Admissions team.
- Be the superuser for Microsoft Dynamics.
- Deputise for the DMA when required.
- Other duties as directed by the DMA.



The job holder's responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with who, you 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, you 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

- High levels of accuracy and attention to detail required.
- High degree of confidentiality and discretion to manage confidential details of families essential.
- Must have outstanding communication skills in English, both spoken and written.
- Result oriented and driven by successful outcome required.

Qualifications

- Experience of the school admissions process preferably in the international K-12 independent education space.
- Experience in use of multiple customer databases, CRM tools and digital/online platforms preferred.
- Degree level qualification preferred.

Contacts

- Liaise with School Enquiry and Admissions Managers
- Liaise with Sub School Heads

Working Conditions

- Country role
- Individual contributor working as part of the Admissions team. Fast-paced work environment
- Prepared to work additional hours to meet demands of the job.
- 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: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background check: Required