



JOB DESCRIPTION

ADMISSIONS MANAGER

Job Title:	Admissions Manager
Line Manager:	Head Master

Purpose of Job

To provide strategic direction and leadership for all admissions activities across the whole school. To implement admissions strategies aligned with the school's motto, values and objectives.

Duties and Responsibilities

Admissions

- Ensure school student enrolment is conducted strictly in accordance with the school's student recruitment policies and standards.
- Assist the Head to develop and implement strategic admission plans designed to achieve the school's enrolment targets. These plans must be based on solid market analysis and aligned with the marketing and promotion activities of the AISL Group Marketing and Admissions Departments.
- Be directly responsible for the entire end-to-end admissions process including but not limited to:
 - Promote the school and enrol students through different channels.
 - Co-ordinate school tours and visits, demonstration lessons and any other promotional activities.
 - Liaise with parents on admission enquiries.
 - Facilitate parent meetings with school staff - ensuring an enquiry proforma is completed.
 - Co-ordinate application and placement testing for prospective students.
 - Field all enquiries that are made to the Admissions Office. Maintain a complete and accurate record of parent/student details and a funnel of all prospective new student intake within the school management system.
- Maintain good relations with key recruitment channels both in Japan and the overseas market.
- Provide regular updates and data analysis on admission status to the Senior Leadership Team (SLT).

Event planning and management

- Plan and manage both internal and external admissions events.
- Assist and help to organize other school promotional events and provide onsite facilitation.

Networking

- Visit appropriate potential partners, feeder schools and other potential strategic partners to market and promote school to the broader community.

Budget

- Plan the annual and termly admissions budget.
- Monitor expenditure in relation to the approved budget.

Others

- Undertake other ad-hoc duties as assigned. Travel maybe required upon request.

Personal Specifications

- Native Japanese with good English skills.
- Bachelor degree, ideally in marketing and / or education related field.
- 5 years working experience (experience in education sector is preferred).
- Experience in leading an admissions team in an international, bilingual or private school.
- In-depth knowledge of the international school sector in Japan.
- Strong leadership and organizing skills.
- Strategic, analytical and creative thinking.
- Strong communication and interpersonal skills.
- Strong time management and problem solving skills, outcome driven, with good attention to details.
- Pro-active, creative, dynamic and able to work under pressure and to deadlines.
- Good communication, presentation and interpersonal skills.

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

If you are interested in an opportunity to work with us, please send your full resume by email to hr@harrowappi.jp. Please state the job title in the subject of your email. All applications will be treated with the strictest confidence. Only short-listed candidates will be notified.