

## Admissions Officer

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Company: Inspired Education Group

Location: Brussels

Category: other-general

Inspired Education is the leading global group of premium schools, with a portfolio of over 100 premium private schools spanning six continents which utilise proven educational practices from every corner of the globe, ensuring over 80,000 students receive a world-class learning experience from Kindergarten to Year 13. In addition, we are delighted to be recognised in the top 10 highest value private companies in the UK by Beauhurst.

In over 24 countries, Inspired schools are individually developed and anchored in the vibrant cultures of their respective locations. They collectively form an international family of schools that nurtures each student's academic and personal development in a progressive, dynamic, and innovative learning environment.

By joining our award-winning team of over 12,000 employees, you can work in state-of-the-art facilities alongside industry-renowned educators and leaders in some of the world's most desirable locations. We invest heavily in our team members who enjoy industry-leading professional development, exceptional career opportunities, and mobility across our group.

### **ROLE SUMMARY:**

Founded in 1964, St. John's International School is a private, non-profit educational institution. We are an IB continuum school committed to excellence in education through inquiry-based, child-centered teaching and learning. We are accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSA).

Circa 500 students from more than 60 countries pursue a challenging academic curriculum that includes an emphasis on development in athletics and the arts, all within the context of the ethos and values that make St. John's unique.

The highly educated, qualified and dedicated international teaching faculty makes the difference for the students at St. John's. Among more than 15 nationalities represented, approximately quarter each hail from the UK, the US, Belgium and the rest of the world. More than 50% of the faculty holds advanced degrees.

English is the language of instruction throughout the school. French is taught in all grades from kindergarten at foreign language and native speaker levels. Spanish, German and Dutch are offered as world languages from Grade 8 onwards. A dual language programme in English and French is offered as an option from grades Pre-K through Grade 5. Self-taught mother tongue languages are also offered in Grades 9 to 12.

The school is situated in a pleasant residential part of French-speaking Waterloo, within easy walking distance of local shops and amenities. Waterloo and the surrounding area offer a great way of life whether you are joining solo or with your family. The centre of Brussels is easily reached by car or tram. This world city offers all of the cultural, economic and other attractions of a political capital.

We offer an excellent package to members of staff, a comprehensive induction programme and a very warm welcome to St. John's in what we trust will be a long and happy career with us!

The Customer Experience & Admissions team strives to deliver effective lead generation, brand, communications, enrolment, and retention activity. The priority focus for this team is on driving student admissions and building our brand reputation of excellence across our portfolio of schools.

### **KEY RESPONSIBILITIES:**

As the Admissions Officer, you will be responsible for supporting the Head of Admissions with the conversion of prospective parents, recruitment events and retention strategy for the School.

Reporting to the Head of Admissions you will be enrolment focused and responsible for the delivery and development of a highly effective admissions, application service and retention function, one that is responsive to the evolving needs of identified target audiences, grounded in the principles of customer service excellence and the values of Inspired Schools.

The successful candidate will bring a strong work ethic, collaborative style and attention to detail, resulting in growing enrolment and retention outcomes for the school.

The Admissions Officer is expected to have a whole school approach and ensure that they understand the importance of school events in relation to termly activities. He or she will also be expected to attend whole school events to gain a thorough understanding of the academic

and pastoral experiences that students can expect when coming to the School. A sound understanding of overseas recruitment, Special Educational Needs and the curriculum would be an advantage.

The Admissions Officer will be responsible for the admissions process from the initial enquiry until the student joins the school. This process will include responsibility for ensuring the entire database is fully utilized to allow relevant records to be accurate and up to date. The statistics generated will help the school to assess the extent to which the strategies employed are useful and if remedial action is required.

## **ROLE RESPONSIBILITIES**

The aim is to secure student enrolment through the following:

Communicate with parents of prospective students in a highly personalized fashion, to ensure they receive accurate and timely information and advice regarding admission to the school.

Ensure the smooth running of visits and conduct tours of the school in and out of term time as required.

Ensure service standards and quality assurance procedures are met and evolve with parent expectations and needs.

Ensure admissions, conversion approach and associated processes enable the school to optimize achievement of student recruitment targets with significant accountability for conversion from enquiry to application and application to enrolment

Assist the Senior Leadership Team to implement best practice processes to increase retention.

Generate and maintain a close network of partners, prospective parents, students, feeder schools, partner organizations, colleges, local businesses, agents and visitors to the school.

Maintain accurate data in school systems, enabling responsive decision-making through the enrolment process and accurate forecasting during annual planning using iSams, JDEdwards and Openapply.

Assist the Head of Admissions with the planning, co-ordination and implementation of a successful programme of Belgian and overseas events including recruitment fairs, open

mornings, taster days, exhibition events and alumni gatherings.

Manage budgets, format, location, catering, invitations, publicity and bookings and all other elements necessary to deliver successful admissions related events.

Act as an ambassador, representing the school in engagements relating to admissions with key external stakeholders and embodying the values and ethos of St John's International School.

**THE IDEAL CANDIDATE WILL HAVE:**

A university degree or equivalent

A thorough understanding of the principles of Sales & Marketing

Experience of working with a CRM

Strong interpersonal skills

Innovative thinker with strong collaboration skills

Results driven

Excellent analytical skills

Excellent communication skills in English. Any other language would be an asset.

Proactive approach to work

**SAFEGUARDING STATEMENT**

Inspired Education Group is 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 practices and pre-employment background checks will be undertaken before any appointment is confirmed.

Visit our careers site for more information; <https://jobs.inspirededu.com>

#LINK

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