

**JOB FAMILY – Administration and Operations**

Job Name	Admissions Officer
Job Code	ADM-WTW-07
Job Summary	<ul style="list-style-type: none"> <li>• To act as the first point of contact for prospective parents;</li> <li>• To handle all parent relations and enquiries relating to admissions, and related administrative duties;</li> <li>• To provide support to the School Council and Senior Leadership Team (SLT)</li> </ul>
Main Accountabilities	<p><u>Admissions &amp; Student Data</u></p> <ul style="list-style-type: none"> <li>• Communication with parents             <ul style="list-style-type: none"> <li>- Handling enquiries</li> <li>- Organising school tours and information sessions with families</li> </ul> </li> <li>• Interviews &amp; logistics             <ul style="list-style-type: none"> <li>- Arranging interviews, assessments, meetings, etc</li> <li>- Liaising with families and the SLT in relation to the arrangement of interviews</li> <li>- Recording all admissions activities for both accepted and rejected applicants for future reference</li> <li>- Liaising regularly with ESF regarding vacancies, interview process, results, etc</li> </ul> </li> <li>• Liaison with kindergartens and secondary schools             <ul style="list-style-type: none"> <li>- Maintaining a list of kindergartens</li> <li>- Organising kindergarten visits</li> <li>- Liaising with ESF Kindergartens and Secondary Schools regarding K2 to Y1 and Y6 to Y7 transitions</li> </ul> </li> <li>• Regular meetings with ESF and Primary Admissions Group             <ul style="list-style-type: none"> <li>- Maintaining a strong understanding of ESF admissions policies and procedures, and liaising with ESF and different schools when needed</li> <li>- Working closely with ESF Admissions Department and School Fee Section</li> </ul> </li> <li>• Management of all student data             <ul style="list-style-type: none"> <li>- Maintaining the student list on roll</li> <li>- Preparing reports for ESF, SLT and government departments</li> </ul> </li> <li>• Student enrolment &amp; leaving             <ul style="list-style-type: none"> <li>- Liaising with families and all school parties in relation to new students' starting dates and student leavers' last dates, and handling all related tasks</li> <li>- Monitoring the student suspension list due to outstanding school fees and contacting families when necessary</li> </ul> </li> </ul> <p><u>Support to the School Council</u></p> <ul style="list-style-type: none"> <li>• Organising meetings and circulating documents</li> <li>• Minutes taking</li> <li>• Assisting in the election of members</li> </ul>

	<p><u>Support to the SLT</u></p> <ul style="list-style-type: none"> <li>• Handling supply staff bookings</li> <li>• Providing administrative/secretarial support to the SLT</li> </ul> <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> <li>• To work closely with the remaining members of the school office</li> <li>• To provide general office support for daily school operation</li> <li>• To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives</li> </ul>
Typical reporting relationship	HR & Finance Manager
Minimum typical education	Tertiary education
Minimum typical experience	3-year experience in a customer service/public relations role with administrative and/or secretarial support experience
Core Professional / Technical Competencies required	<ul style="list-style-type: none"> <li>• Excellent communication skills in English, both written and spoken <ul style="list-style-type: none"> <li>- fluency in Cantonese would be highly desirable</li> <li>- fluency in Mandarin would be helpful</li> </ul> </li> <li>• Proficiency in Microsoft Excel and Word</li> <li>• Confidence in using and learning new computer systems</li> </ul>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> <li>• Team-centred</li> <li>• Detail-minded</li> <li>• Eager to learn</li> <li>• Tolerance for stress</li> <li>• Committed to follow up</li> <li>• Customer service focused</li> <li>• Use of initiative and motivation</li> <li>• Interpersonal and organisational skills</li> <li>• Communication with confidence and positivity</li> </ul>