

JOB TITLE	Admission Manager	DEPARTMENT	Non-Academic
REPORTS TO	Head – Admissions & Corporate Relations		
<p>Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India’s leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.</p>			

Main Task and Responsibilities:

Key Responsibilities:-

1. Manage all aspects of the admissions process from end to end and handle it independently.
2. Develop and execute pupil recruitment strategies across all year groups to ensure that the school's recruitment targets are met, delivering a first-rate customer experience, and ensuring the timely and accurate flow of data.
3. Handle day-to-day admissions administrative tasks such as issuing offer letters, processing enrolments, and maintaining student files (hard and soft copies).
4. Assist with Admissions policies and maintaining accurate records for the Government Register
5. Handle all incoming inquiries from prospective families via phone, email, or in-person visits, providing prompt and accurate information and take them for a school tour.
6. Counsel students on the programs offered, guide them through the admission process, and conduct the assessment tests and facilitate interviews with Heads of Schools.
7. Diligently follow up with students regarding any inquiries through the Admissions CRM, meetings, phone calls, and emails and keep the records up-to-date.
8. Initiate and conduct admissions-related events such as Open Days, Taster Days, Information Sessions, and participate in Education Fairs outside the school.
9. Assist in preparing admission-related presentations for events.
10. Maintain a detailed database of student information, withdrawals, corporates, feedback etc. to generate reports for management.
11. Willingness and flexibility to work long hours and weekends for assigned tasks and events.
12. Provide support to the Head of Admissions when needed.
13. Liaise with the insurance company and managing the student insurance process end to end.

Person Specification
Essential Experience / Qualifications Required
<ul style="list-style-type: none"> • Graduation or equivalent degree • Candidate with 8+ years' experience and should have worked in educational sector for atleast 2 years.
Desirable Experience / Qualifications Required:
<ul style="list-style-type: none"> • Work experience for an International School
Skills and Personal Qualities
<ul style="list-style-type: none"> • Excellent knowledge of Wellington College and the experience of pupils and parents • An ability to interact in a positive way with adults and children of all ages • An ability to describe what characteristics make a successful Wellingtonian and an ability to identify these characteristics during an interview or an assessment day • A desire to and an ability to promote Wellington College as a world class educational establishment • Excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors • Organised and self-motivated, with a proven record for meeting targets and deadlines • Have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school • Able to perform well and remain professional whilst under pressure • A dedicated team-player, who strives for excellence and leads by example • Committed to boarding school life and willing to engage in a range of extra-curricular activities • Tactful and discreet, whilst mindful of observing Safeguarding and professional standards • Demonstrate a strong commitment to personal continuous professional development • Display a smart and professional appearance, representing the College in a positive manner
Essential Values, Behaviours and Attitudes:
<ul style="list-style-type: none"> • Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility). • Personal integrity, accountability and credibility. • Strong positive mind-set for continuous improvement to meet or exceed expectations. • Time management and ability to multi-task and prioritize, ability to work under pressure. • Discrete and sensitive to confidentiality. • Responsible, self-motivated, detailed-minded, professional, organized, independent and mature. Good team player as well as good team leader.

Application process
<ul style="list-style-type: none"> • To apply for this position, please complete your submission through our Wellington College International Pune (WCIP) website (https://pune.wellingtoncollege.in) electronic application form. • For further enquiries, please contact the Human Resource Department on hr.pune@wellingtoncollege.in