



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Role Definition

Position:	Admissions and Data Administrator
Line Manager:	Senior Assistant Head
Place of Work:	The English School
Terms & Conditions:	Full time Administrative contract (38 hrs. per week, annual leave starting from 20 days, 13th Salary)
Description	
General Duties:	<ol style="list-style-type: none">1. Admissions:<ul style="list-style-type: none">• Handle enquiries about admissions (phone and email)• Arrange meetings of prospective parents with Senior Assistant Head• Assist with marketing initiatives and keep website updated• Ability to design marketing material• Give tours to prospective parents and students• Organise the Year 1 and Mid-Programme Entrance Exams• Organise Open Day and Orientation evenings2. Options:<ul style="list-style-type: none">• Set up the options data tool in February• Once options are selected, create blocks for the timetable based on students' preferences• Handle technical aspects of Option changes in SIMS3. Assessment tests:<ul style="list-style-type: none">• Organise student aptitude tests such as MidYIS, Yellis tests and ALPS and disseminate data4. Termly Student Assessment :<ul style="list-style-type: none">• Create and update report templates• Handle administration of reports• Set up and monitor the Assessment Manager system in a way which meets the particular needs of the school and is readily accessible to its users5. Data Requests and Reports:<ul style="list-style-type: none">• Produce regular assessment data capture for SLT and work proactively with data report design• Experience in Data analysis

	<ul style="list-style-type: none"> • Liaise with relevant SLT for planning, development, organization and monitoring of data managements systems and related policies and procedures • Handle end of year processes including SIMS roll over <p>6. Examinations:</p> <ul style="list-style-type: none"> • Disseminate and Maintain reports and data concerning external and internal exam performance • Provide assistance to the Exams Office when required <p>7. Apolytirion</p> <ul style="list-style-type: none"> • Prepare data and handle production and delivery of the documents <p>8. Provide general administrative support to the Senior Assistant Head</p> <p>9. Work with students, staff, parents, external and internal partners with professionalism and sensitivity</p>
Essential	<ul style="list-style-type: none"> • Bachelor's degree • 3-5 years of relevant experience • Experience within a school setting would be preferred • Ability to maintain confidentiality with sensitive data • A positive attitude and enthusiasm for the role • High level of computer literacy • High level of personal organization • Ability to work in close cooperation with line manager • Ability to work unsupervised when required • Ability to work as part of a small team • Strong inter-personal skills • Able to work the hours of the post • Will not require leave of absence during term time • The ability to relate well with young people • Ability to work to deadlines and under pressure • Able to use initiative in stressful situations • Excellent command of the English Language • Attention to detail and accuracy in dealing with data
Desirable	<ul style="list-style-type: none"> • Ability to design marketing materials desirable • Data analysis experience desirable
Working hours:	38 per week
Salary	Range of A4-A7 scale depending on qualifications and experience

Non limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies, and following consultations with the post holder.

