



WELLINGTON
COLLEGE
INDIA

Admissions Counsellor – July 2022

Location: Pune

The Role

To carry out the professional duties of Admissions Counsellor in accordance with the school's policies and procedures under the guidance of the Director Admissions & Marketing (DA&M). The post holder is responsible to the Director Admissions & Marketing for all aspects of the pupil recruitment and admissions process across the school, and will guide families through the admissions procedures, making the experience positive, straightforward and supportive. This involves the management of enquiries from the initial enquiry stage to enrolment, ensuring the accurate recording and management of data, and that the school is represented in a professional and welcoming manner.

Professional Characteristics

1. Bachelors' Degree and or relevant International School experience in a similar capacity.
2. Possess knowledge and ability to develop and maintain a range of school admission systems, confident and competent user of technology. Should be well versed with school admissions software and its uses.
3. Offer a first-class experience to all prospective families in a proactive manner.
4. Have excellent interpersonal, written and communication skills in order to liaise with a wide range of stakeholders at all levels. A team player and is willing to work collaboratively.
5. Is flexible and motivated in their approach towards their work and are capable of working on their own initiative
6. Is capable of working on their own initiative and organizing and managing their workload with minimum supervision. A multitasker who maintains a calm disposition in the most difficult situations.
7. Maintain confidentiality at all times.
8. Promote the wider aspirations and values of Wellington College International Pune.
9. Operates at all times within the stated policies and practices of the school.

Key Duties and Responsibilities

As well as the terms and conditions of service outlined in his or her individual contract, the Admissions Officer has specific responsibilities. In addition, he or she is expected to undertake any other reasonable task assigned by the DA&M. Although this document seeks to explain the main duties and responsibilities of the role, each individual task that an Admissions Counsellor undertakes may not be listed.

The main areas of responsibility are to:

1. General Admissions Tasks:
 - a. Manage and deliver an efficient, warm and welcoming admissions programme, ensuring that a timely response and follow-up is carried out at all stages of the parents' journey from the first point of contact.
 - b. Provide a professional service to parents, pupils, staff, feeder schools and the wider public with effective systems to ensure the smooth operation of the admissions process.
 - c. Take a client service role, be focused and 'front of house' and represent the school to potential or existing parents, their representatives or agents.
 - d. Develop admissions office policies, procedures, tariffs and practice with school's leaders as required.
 - e. Devise and follow systems that minimize response times to admissions queries.
 - f. Ensure the school's admissions processes adhere to Wellington College International Pune's policies and local regulations.
 - g. Develop an admissions calendar and strategic plan with the DA&M that will systematically target admissions in the most effective ways throughout the school year.

- h. Be responsible for all admissions enquiries, managing requests received via the website, email, telephone, post, email and in person.
- i. Ensure that the school is represented in a professional and welcoming manner at all times.
- j. Plan in depth for each visiting family and organize relevant and informative school tours, inviting and organizing meetings with key staff as appropriate.
- k. Manage and maintain entry and waiting lists.
- l. Record and report accurate and complete information on the school's computerized Management Information System (MIS). Ensure all pupil admissions data are accurately recorded and maintained, and liaise with the school's administration section to create and maintain pupil files and a full register of pupils.
- m. Coordinate appropriate admissions procedures at all entry levels, including for overseas applicants.
- n. In collaboration with the DA&M's, plan and ensure the smooth running of school visits, assessments, interviews and taster sessions.
- o. Oversee the smooth transition from prospective pupil to current pupil status, including the procedures for references requests, offers, acceptance and joining packs.
- p. Cascade information about new pupils in a timely and efficient manner to colleagues, including teachers, school leaders, finance, administrative, catering and transport staff, and support arrangements for new starters.
- q. Support when requested with the school's bursary programme, including preparing information, promoting the programme and coordinating paperwork and arrangements for any bursary assessments and subsequent offers.
- r. Prepare and circulate statistics in relation to school roll, pupil recruitment and prospective pupil numbers, and report, analyze and identify trends in pupil recruitment and roll data.
- s. Be aware of Wellington College International Pune's key objectives, developments and philosophy, and ensure these messages are consistently communicated to potential or existing parents.
- t. Ensure up to date knowledge of the School by continually reviewing and seeking out information on the school, its curriculum and achievements, and developments within the Wellington College family as a whole.
- u. Aim to keep up to date with market intelligence and report on the competitor landscape.
- v. Assist with the maintenance of the admissions section of the website.
- w. Participate in marketing events and initiatives, including promotion of Open Days, taster events, production of school publications and other marketing activities.
- x. Organise induction days, new pupil days and other events relevant to new pupils and new parents.
- y. Identify companies with a mobility or expatriate support department, prospective HR departments, relocation agencies and other business contacts in order to in order to build relationships and present the school.
- z. Identify and liaise with international social groups, international organizations and embassies to present the school.
- aa. Devise a B2B admissions calendar and strategic plan with the DA&M that will systematically target admissions in the most effective way.

2. Health & Safety
 - a. Promote the safety and wellbeing of pupils and colleagues at all times.
 - b. Read and follow closely school security, health and safety policies and procedures, to contribute towards the safety of all members of the school community at all times.
 - c. To read, know and act upon all policies regarding the safeguarding and protection of children.

3. Wider School Contribution
 - a. Support as required the ethos and philosophy of the school.
 - b. Read and fully comply with all school policies.
 - c. Share expertise, experience and resources with colleagues.
 - d. Work as a contributing member of the team by attending and participating in meetings and discussions as needed.
 - e. Contribute to the school's website, social media and publications as requested.
 - f. Organise when required and take part in school events, meetings and activities, which may take place outside normal school hours.
 - g. To set an example to pupils, parents and colleagues in work ethic, conduct, dress code, punctuality and attendance.

Professional Development

1. Be committed to evaluating and improving own practice through professional development activities, acting upon advice and feedback and being open to coaching and mentoring, as well as working in a collaborative way.
2. Take responsibility for own professional development, with the support where required of the school.
3. Participate fully in the school's appraisal system and training sessions.

How to Apply

Please submit your resume along with a cover letter addressed to The Master, Wellington College International, Pune at talent@wellingtoncollege.in, mentioning "Application for the post of Admissions Counsellor" in the subject line. Please share details of three references, one of whom must be the current employer.

Safer Recruitment Policy

"Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection." ITFCP Statement of Commitment

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

Reference

Please note that we will wish to contact the referees of all shortlisted candidates; if you have a specific preference that we should not contact someone immediately, please indicate this in your application.