



WELLINGTON COLLEGE
INTERNATIONAL
HANGZHOU

POSITION: ADMISSIONS OFFICER

ABOUT US

Wellington College International Hangzhou provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model that emphasises internationalism and a global outlook, with a view to establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the College.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Admissions Officer will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.



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BASIC INFORMATION

JOB TITLE	Admissions Officer	DEPARTMENT	Non-academic
SUPERVISOR	Director of Admissions and Marketing, Wellington College Hangzhou		

OBJECTIVES

Reporting to the Director of Admissions and Marketing, the Admissions Officer will play an integral role in the effective running of the admissions department and its related functions. The Admissions Officer will develop rapport with prospective families and coordinate admissions processes, with the objective of maximising enrolment of pupils with high academic, artistic, sporting, musical and creative achievement, and who will embody the Wellington Values and Identity.

A key priority for this position will be to work closely with the Director of Admissions and Marketing and the Admissions Manager to implement effective admissions policies, processes and procedures, ensuring the efficient operation of admissions functions from initial contact through to enrolment and beyond. The Admissions Officer, working with the Admissions Manager, will meet prospective families, conduct highly professional school tours, articulate the Wellington Values and Identity and ensure that all admissions enquiries are dealt with in a timely, professional and effective manner. This person will ensure the accuracy of all student records and documents.

The professional image and conduct of this person is crucial in emulating the ethos of the setting. The Admissions Officer must operate in a timely, determined and effective manner at all times. Autonomous, dedicated, determined and professional behavior will be key features of the post-holder's practice and these will be consistently demonstrated at all times. The post holder must be able to communicate effectively with all stakeholders involved in the functions of Wellington College Hangzhou.



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KEY RESPONSIBILITIES:

1. Assisting in all aspects of the admissions process.
2. Act as a point of contact for enquiries regarding admission.
3. Conduct school tours for prospective parents.
4. Coordinate admission tests and arrange interviews with academic staff.
5. Track and respond to enquiries; extensive and on-going phone, email, and in-person communication.
6. Advise parents on criteria for scholarships and bursaries.
7. Maintain contact and relationships with parents throughout the enrolment process until the first day of school, providing ongoing support and guidance.
8. Ensure the admission/enrolment process – parental contracts, application fee, tuition fee, uniform, bus, lunch– is handled efficiently and to devise new procedures as necessary.
9. Provide administrative support for on-site admission testing.
10. Maintain the student database system and ensure all data and files are complete and up-to-date.
11. Actively represent the school in local community with a view to increasing enrolment of high quality pupils.
12. Assist with the organisation of open days/mornings and other admissions events.
13. Assist relevant internal parties in maintaining the admissions page of the school website, and other admissions related technology (WeChat, Open Apply etc.).
14. Assist in other admissions related functions where required and applicable.



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JOB QUALIFICATIONS:

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Language	Native English speaker. Oral abilities in Mandarin highly preferable.
EXPERIENCE	Working Experience	Minimum 1-3 years of relevant work experience within the international education industry.
EXPERTISE		<ul style="list-style-type: none">• Experience working in a similar position in an educational admissions or student recruitment position preferable• Personal qualities such as drive, enthusiasm, energy, capacity for hard work, resourcefulness• The ability to manage an array of responsibilities effectively without compromising on details and qualities• Rigorous approach to problem-solving• The ability to prioritise workload and meet deadlines• Excellent interpersonal skills and the ability to communicate effectively with a diverse range of people and in cross-cultural environments• Outstanding ability to interact in a positive and friendly way with all prospective families. Customer service orientation is essential.• Technical proficiency and ability to prepare reports in Excel, PowerPoint and Word• Able to work long hours and occasional weekends for events• Able to take initiative and complete projects with little supervision
PREFERRED APTITUDES		<ul style="list-style-type: none">• Demonstrating practice that represents the five core Wellington Values at all times (courage, integrity, kindness, respect and responsibility)• Strong passion for the education industry• Personal integrity, accountability and credibility• Strong mindset for continuous improvement to meet or exceed expectations.