

Job Summary

We are looking for an experienced graduate to join our team as an Admission Manager.

The responsibilities include:

- Accountable for driving enrolments in order to meet or exceed targets;
- Organise and run external Marketing events, including Open Days, aimed at driving enrolments, in accordance with the agreed calendar and strategy;
- Develop and conduct school tours, as required, for prospective families which effectively sell the school, promoting the school's academic and non-academic achievements;
- Presenting a positive impression of the school in all interactions with families, whether by telephone, face to face or in writing. Be the key point of contact for prospective parents from first contact with the school until the student's first day;
- Collect and analyze data to measure the success of the Marketing & Admissions process;
- Provide the Principal and SLT with regular updates on Admissions Data.

Requirements:

- 4-5 years' experience in Customer Service Sales ideally in Education sector;
- Native English Speaker;
- Excellent written and verbal communication skills;
- A high level of attention to detail;
- Ability to work effectively within a team and independently;
- Ability to form effective customer relationships and close sales;
- Interpersonal skills, able to operate in a multi-cultural environment;
- Solid time management skills, the ability to multi-task and cope with peaks of demand;
- Computer literate, including all social media platforms;
- Results driven.

Please send your CV to careers@sigheducation.com

In the subject line, please include the position **ADMISSIONS MANAGER**.

Start date – as soon as possible