



WELLINGTON COLLEGE
HANGZHOU



JOB DESCRIPTION (Head of Admissions)
WELLINGTON COLLEGE HANGZHOU



ABOUT US

Wellington College 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 establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also 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 Deputy Bursar-Operations will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At Wellington School Hangzhou, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

BASIC INFORMATION

JOB TITLE

Head of Admissions

DEPARTMENT

Non-Academic

SUPERVISOR

Director of Admissions and Marketing

OBJECTIVES

Autonomous, determined and professional behaviour imbuing the Wellington Identity and Values 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 the Wellington College community; academic and non-academic team members, parents, extended families and external agents involved in the functions of the setting.

KEY RESPONSIBILITIES

- Lead the Wellington College Hangzhou admission team
- Inspire a forward-thinking culture within proactive teams who imbue the Wellington Identity and Values
- Lead on the strategic development of the Admissions plan for Wellington College Hangzhou
- Co-ordinate all internal and external admission open days, events and exhibitions, with the support of the Marketing team
- Maintain the admissions pages of the six Wellington College Hangzhou websites
- Manage the budget effectively through open and clear strategy, planning, review and projection
- Undertake professional supervision and performance reviews / appraisals on all subordinate team members with annual KPI identification
- Monitor and analyse incoming leads and metrics across all channels in line with the targets set out in the admissions roadmap
- Manage and monitor of all aspects of the admissions process through successful delegation and evaluation
- Ensure the admission/enrolment process – parental contracts, application fee, placement fee and tuition fee, plus supplementary (bus, uniform etc.) is handled efficiently and to devise new procedures as necessary.
- Manage the team responsible for pupil database systems (Open Apply and iSAMs) and ensure all data and files are complete and up-to-date and reports meet the operation and strategic needs of Wellington College Bilingual School
- Ensure the production of breakdown numbers of current pupils and projected pupils by group for the Master and the Board of Governors, and historical recruitment data to enable accurate projections to be made
- Support the Registrar with the Xueji system for Chinese pupils attending Huili School Hangzhou
- Manage the lottery application and parent communication processes for parents with pupils joining G1 and G7 each year.
- Manage all admissions for Junior High and the Sixth Form including tours, assessments and interviews.
- Meet the two Senior Officers weekly to discuss feedback from the admissions team regarding current parent and potential families and quality of applications to adjust the advertising campaigns.
- Generate the monthly report, on the last day of each month, to share with the Director of Admissions and Marketing.
- Audit and review the current admission procedures ensuring the admission journey offers a five-star experience for all families.
- Be responsible for other marketing daily tasks assigned by the Line Manager.

JOB QUALIFICATIONS

BASIC QUALIFICATION

EDUCATION

Bachelor's degree or above.

LANGUAGE

Fluent written and spoken Chinese
Fluent written and spoken English.

WORK EXPERIENCE

Minimum of 5 years' experience in the field of Admissions (or relevant)

MANAGEMENT EXPERIENCE

Experience of management of teams within an educational environment is highly advantageous

EXPERTISE

- Experience of working in an educational setting preferred
- Identifies with the Wellington Values and demonstrates them in practice consistently
- Ability to deliver excellent service at all times: high level organisation and time management skills with consistent use of initiative
- Strong skills in Microsoft Office
- Excellent communication and interpersonal skills with a diverse range of people and interpersonal skills
- Ability to multi-task and prioritise, ability to work under pressure
- Discreet and sensitive to confidentiality
- Inspirational, responsible, self-motivated, detail-minded, professional, organised, independent and mature
- Rigorous approach to problem-solving
- The ability to prioritise workload and meet deadlines
- Good team player as well as a good team leader

PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment
- Strong passion for the education industry
- Strong track record of solving complex problems, strategic thinking and delivering significant impact
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis.
- Personal integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations.

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.