



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

I. Job Information

Job Title:	Admissions assistant (Intern)
Department:	Admissions & Development
Duration of Appointment:	6 months
Line Manager's Job Title:	Registrar (and a dotted line to Director of Admissions and Development)

II. Job Specification

Main purpose of job: To support the Admissions team in managing the large quantity of data that is acquired during the admissions and filing process.		
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:		
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. Private school filing support	<ul style="list-style-type: none">- scan and upload all required the paper documents to Chaoyang educational committee platforms- help to collect students information from various internal to external platforms and prepara the student name list or numbers required by the committee/ interal reports- help to the filing officer to prepare and update the training materials- chasing up the online filing survey and etc- delivery the filing paper documents to the committee- guide parents to fill in the certain forms online- during the filing window time, help to collect and copy the required documents and file them properly in the filing cabinet- update the student status in iSAMS and the relevant platforms- email/phone Harrow parents or prospetive parents regarding the relevent trainings, updated government filing policy etc.- support admission officer when the parents come to collect the offer and sign the waiver agreement- help to record the enquires when filing officer is out of the campus	65%
2. Admissions	<ul style="list-style-type: none">- Support the Admissions team with general enquiries, campus tours and open mornings- Assist with enquiries, admissions interviews and in-class observations	30%
3. Other	<ul style="list-style-type: none">- Any other tasks that the Director of Admissions and Development and Registrar may reasonably assign	5%
Resources managed –	Line management: N/A	



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line management and financial resources:	Financial resources managed: N/A
Key working Relations and network	Internal: - Director of Admissions and Development - Admissions team - Finance team - Data Manager and ICT
	External: - prospective Parents
Key performance indicators for this position (KPIs): - Cleanliness and value of the data stored in the relevant school databases - customer complain rate	

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

Minimum Academic Degree required - College undergraduate
Professional skill and knowledge required - Ability to engage and interact with people at all levels of business - High levels of discretion and confidentiality - Ability to manage and prioritise a diverse workload, to meet deadlines and to work calmly under pressure



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- Ability to handle large amounts of data accurately and efficiently

Experience

Desired

- Customer service and customer facing work environment
- Confidence with databases and data handling and analysis
- Organised and logical

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IT Skills

Mandatory

- Microsoft Office and knoweldge of relevant softwares.

Desired but not mandatory

- Knowledge of school and development databases

3. Other job-related or local special factors not mentioned above:

3.1 Non – crimal record issued by police authorities must be provided by the selected candidate.

3.2 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

3.3 Travel frequency

- No travel required** **Occassional travel required** **Frequent travel required**