



Britannica International School
Shanghai
an Orbital Education School



Britannica International School, Shanghai
1988 Gubei Road
Shanghai 201103
China

Position: Admissions Officer
Required from: As soon as possible
Location: Shanghai, China
Contract Type: Full Time

ABOUT THE ROLE

The role is immediately available. We are seeking applications from suitably qualified and experienced graduates, who have at least 2 years full-time working experience. The applicant should be fluent in English, and ideally fluent in Mandarin. The applicant should have particular talents and interests in sales and communication.

The person appointed will work as part of the school's Marketing and Admissions team, for one of Shanghai's top British International Schools. An attractive salary is offered for the right person, that includes a bonus plan based on targets.

SCOPE AND PURPOSE OF JOB

The post is jointly responsible with other staff, for the admission of new students to Britannica International School, Shanghai.

PRIMARY RESPONSIBILITIES

- Full delivery of team and individual targets.
- Effective use of the school's systems to manage the complete admission process for the parents from lead enquiry to entry.
- Ensuring that the school's SOP's for admissions and retention are implemented and followed.
- Regular reporting of all admissions status to the Director of Marketing and Admissions and the Principal.
- Working effectively and collaboratively with colleagues and peers across the school.
- Work within the Marketing and Admissions team to deliver high quality material to assist parents in the admissions process and encourage on-going engagement with parent stakeholders.



OTHER RESPONSIBILITIES

- Attend internal and external events to recruit new parents to the school when required.
- To organise or assist in whole school initiatives.
- Observe the confidentiality of information at all times.
- Ensure that statutory responsibilities and company policies are met with regard to health and safety, equal opportunities and other relevant legislation, policies and procedures.
- To promote and adhere to the school's vision and values.
- Fulfill other tasks that may be required from time to time by the Director of Marketing and Admissions.

REQUIREMENTS

- Bachelor's degree from a recognised university.
- At least 2 years full-time work experience, preferably admissions experience in an international/bilingual school or sales experience in an educational company.
- Fluency in both English and Mandarin languages.
- Previous experience in a multinational corporation or a multicultural working environment preferred.
- Sharp business acumen and powerful sales aptitude that is customer centred.
- Ability to demonstrate a strong work ethic: reliable, punctual, treat people with respect and professionalism.
- Ability to handle multiple tasks simultaneously.
- Strong attention to detail, record keeping, and process.

CONDITIONS

- All employed Britannica staff must hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- If required, compliance with visa requirements for working in China including holding a degree level qualification from a recognised university.

About the School

Britannica International School, Shanghai is the only truly British owned and managed, British style, international school in Shanghai. It offers learning and teaching experiences based on the Early Years Foundation Stage and English National Curriculum enhanced to meet the needs of its international student body.



Britannica International School
Shanghai
an Orbital Education School



Secondary students are prepared for Cambridge University and Pearson Edexcel IGCSE and A Level examinations.

The school is accommodated in well-resourced and purpose-built premises that are situated in the high-quality residential district of Gubei, which is within 15 minutes of the vibrant Former French Concession area. It has a capacity for 750 pupils from 2 – 18 years of age, making it unique in the city with regard to its smaller school and family feel environment. The school currently has a student population of over 480 students.

About the Orbital Education Group

The school also forms part of the Orbital Education group, an expanding group of international schools providing a British Education to an internationally diverse student population. In addition to our school in Shanghai, the Orbital group have schools in other culturally attractive and historically important destinations, such as Spain, Hungary, Russia, Ecuador, Slovenia and the Middle East, with exciting plans to develop schools in new regions across the globe.