

Section 1 | Job Details

Post Title	Admissions Officer
Reporting to	School Principal
Dotted Line Manager	
Business Unit	
Department	



Section 2 | Job Purpose

Section 3 | Dimensions

Staffing Accountability	Direct Reports	
	Total Team size	
Financial Accountability (Annual)		

Section 4 | Key Accountabilities

Main Duties	<ul style="list-style-type: none"> Manage the entire admissions process for the assigned school, from the initial enquiry to enrolment and registration at the Academy Meet with prospective parents, explaining admissions procedures, curriculum, fee structure, ADEK regulations and ensure all documentation is completed effectively Respond to enrolment enquiries, telephone calls and emails in a timely and courteous manner Conduct assessments or arrange these with the academic team as required, to ensure the admissions process is efficient Maintain accurate data on enquiries, registrations, applications in progress, offers and enrolments to ensure accurate figures are available on a daily basis Manage the waiting list (if applicable), communicating regularly with parents and keep it updated so any leavers can be replaced immediately with new enrolments Create and maintain admissions files for all new and existing students Keep up to date with the rules and regulations of ADEK and ensure compliance during the enrolment and completing the registration process Ensure all parent facing areas are attractive, uncluttered and convey a welcoming environment to students and parents Attend ELT meetings when required to update on admissions at the Academy Be knowledgeable of the market and enrolments and competitor schools Work with the PRE to identify strategies for attracting new enrolments and student retention Manage the reenrolment process for existing parents in conjunction with the PRE, providing regular analysis of the updates to the Head of Enrolments and Principal Provide the Head of Enrolments with weekly and monthly reports and projections on enrolments Attend networking events to promote the Academy Organise and attend enrolment events for the Academy Develop and maintain strong partnerships with feeder nurseries and schools Represent the ethos and standard of excellence of Aldar Academies to all prospective parents Ensure that Aldar Academies' procedures and codes of conduct are followed at all times Initiate effort and energy beyond the typical work day Perform other duties as requested by direct and dotted line reporting managers/ supervisors
Specific Duties	

Section 5 | Communications & Working Relationships

Job Description

Internal	External
Section 6 Qualifications, Experience & Skills	
Minimum Qualifications	<ul style="list-style-type: none"> • A minimum of 2 years of experience in a customer focused role in the region • Previous experience in data management • Experience in the education field is preferred
Minimum Experience	<ul style="list-style-type: none"> • Bachelor's degree required
Job Specific Knowledge & Skills	<ul style="list-style-type: none"> • Fluent English communication skills, written and oral • Arabic speaker is preferable • Strong interpersonal skills to aid in daily contact with parents in a diverse multi-cultural environment • Excellent office management skills

Section 7 | Safeguarding

Aldar Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and police clearance.

Section 8 | Approvals

Department Leader	Signature:	Date:
Title:		
Human Resources		
Title:	Signature:	Date:
Section 9 Employee Acceptance		
Employee	Signature:	Date:
Title:		