

JOB FAMILY – Administration and Operations

Job Name	Admissions Assistant/Secretary/Administrator (School)
Job Code	ADM01/06
Job Summary	Assist the Admissions Manager of Discovery College and the ESF to manage the admissions process by maintaining the OAS/MAZE systems efficiently and providing accurate data in a timely manner
Main Accountabilities	<ul style="list-style-type: none"> • Respond to all general admissions enquiries • Verification of documents into the Online Application System (OAS) and school databases • Follow up offline application fee payments • Coordinate admissions entrance tests & interviews with parents & staff • Maintain assessment test/interview results • Preparation and distribution of offer packs • Collate entrance/acceptance paperwork & distribute to relevant departments within DC & ESF • Maintain waiting lists • Maintain Nomination Rights information • Monthly collation of student database (MAZE) enrolment data for ESF • Prepare school enrolment data reports for Principal, ESF & Hong Kong Government Education Bureau (EDB) • Assist with data management of applications, assessments, interviews and student placement • Manage tours of the college campus with parents and/or re-location agents • Attend Primary Admissions Group (PAG) and Secondary Admissions Group (SAG) meetings
Typical reporting relationship	Admissions Manager > Principal
Minimum typical education	Non-Degree Tertiary/Diploma
Minimum typical experience	3 years relevant experience in a customer service role with administrative support experience
Core Competencies required	<ul style="list-style-type: none"> • Fluent in English (spoken and written). Fluency in Cantonese and/or Mandarin is preferred • Strong communication skills are essential • Excellent computer skills • An understanding of the International Baccalaureate (IB) curriculums is preferred • Ability to research different schools and organizations effectively • Strong attention to detail • Customer service orientated • Able to prioritize workload • Creative and imaginative thinker, problem solver, flexible, adaptable, capable of considering different perspectives • Positive attitude • Able to work independently as well as collaboratively within a team environment • Excellent organizational and interpersonal skills • Works well under pressure • Able to multitask



	<ul style="list-style-type: none">• Proactive working attitude, result oriented• Excellent presentation skills• Confidentiality
Development/Training to support role competencies	Development activities As available and appropriate to job requirements Relevant courses Microsoft Office (EXCEL, WORD & POWERPOINT) ESF internal operating systems (OAS, MAZE & Gateway)
Note: This position follows a 5-day workweek schedule across the year, including school holiday periods, with the entitlement of annual leave.	

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