

HALCYON

LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

Admissions Director (Maternity Cover)

Person Specification

The Admissions Director

- has oversight and responsibility for the management of all student admissions at Halcyon
- leads the Community Engagement Team, comprising admissions, marketing and communications
- is a member of the School Leadership Team
- is responsible to the Director

The successful candidate will be expected to have the following qualifications, experience and abilities:

- Education to Bachelors degree level
- Experience in an Admissions role
- Excellent organisational skills: able to set priorities and achieve them, able to be manage multiple strands effectively, both strategic and short term
- Excellent attention to detail
- Excellent time management skills
- Ability to take initiative and work independently
- Excellent digital skills, including experience maintaining critical database systems and spreadsheets
- Excellent written and verbal communication skills: clear, articulate, professional in speaking and writing
- Comfort in speaking to small and large groups
- Marketing and advertising skills
- Experience working within, or leading, productive teams

The successful candidate will be expected to have the following personal attributes:

- An international outlook and/or experience of living or working in an international environment
- Keen to be part of a young growing organisation
- Committed to collaborative, inclusive leadership
- Enjoys meeting people; is personable yet professional in demeanor
- A discreet, diplomatic and empathetic approach
- Self-motivated, flexible and adaptable
- Commitment to Continued Professional Development
- A record of suitability to work with children

It would be to an applicant's advantage to

- be able to work in more than one language
- have direct experience of the International Baccalaureate programmes

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- have experience of international schooling or a similar international setting

Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting the Welfare of Children Policy for full details of our safer recruitment procedures. Our Policy on the Recruitment of Ex-Offenders is available upon request. Halcyon London International School is an equal opportunities employer and is committed to an inclusive and diverse school community as part of our commitment to a life-readying education. All eligible applicants are welcome to apply.