



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Admissions Manager
Reports to:	Director of Admissions and Marketing
Collaborates with:	Whole School
Oversight:	Admissions Officers (2), Chinese Parents Liaison
JD update	September 2023

Wellington College Bangkok opened in August 2018 and has quickly gained a reputation for being one of Bangkok's leading international schools. Currently the School has 820 students aged between 2 and 16, across Pre-Nursery to Year 11. In August 2024 we will open a Sixth Form for students aged 16-18 and the eventual plan is to accommodate 1500+ students.

The school's facilities are world-class with a beautiful modern design and appearance which incorporates the distinctive features of Wellington College, Berkshire and elements of Thai culture. The buildings are set amidst a large, 70-rai beautifully designed campus in Krungthep Kreetha, an area midway between Bangkok city and Bangkok International Airport, right next to the expansive greens and fairways of the Unico Grande Golf Course. In 2021, the new Senior School building (the first of two) opened – a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region. The second Senior School building will open in 2026 and new sports fields and tennis courts will open during the course of the first half of Term 1, 23-24.

We offer the English National Curriculum leading to IGCSEs at the end of Year 11 and A-levels at the end of Year 13. Wellington College Bangkok was the first school in the world to gain full COBIS Patron's Accreditation within the first year of operation, and subsequent full membership of FOBISIA and CIS. In 2021, the new Senior School building (the first of two) will open—a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region.



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

We follow the educational philosophy of Wellington College – founded in Berkshire, England in 1859. We offer a pioneering education to serve and help shape a better world. Our identity is summed up thus – **Inclusive, Independent, Individual, Inclusive, Intellectual**

Responsibilities:

- To manage the administration of the whole admissions process, ensuring that all enquiries are dealt with promptly, applications and assessments administered efficiently, and students enrolled effectively.
- To present a professional, positive, and welcoming outward face of Wellington College Bangkok. To ensure that all parents receive courteous and prompt service and feel satisfied with the admissions process from start to finish.
- To maintain accurate and up-to date student information and record all touchpoints within the admissions process within the school's admissions portal, OpenApply.
- To keep track of and report on the admissions pipeline, enrolment, and capacity management to ensure that the school reaches maximum capacity in line with overall recruitment objectives.
- To ensure the smooth transition of data and information into the school's management information system, iSAMS, and the OPEC student register.
- To ensure that the prospective parent journey maximises conversion from enquiry to visit, visit to application and application to enrolment in line with the schools Key Performance Indicators.
- To oversee the planning and implementation of visits for prospective parents and students with the assistance of the Head of Community Engagement.
- To refine the admissions process to ensure that references and reports from existing schools are obtained and reviewed by relevant members of staff.
- To manage the issue of formal offer letters together with acceptance forms, terms and conditions, parent information and registration fee and deposit invoices, liaising with the Finance Department as required.



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

- To work with the Director of Admissions and Marketing, to review and update all admissions documents, communication templates and relevant policies on a regular basis.
- To produce weekly and monthly management reports on actual and projected student numbers by year group, gender, fee type and term of entry.
- To work with the Head of Community Engagement, Head of Junior School and Head of Senior School on welcoming new parents and students to Wellington College and ensuring that all staff are informed on new joiners.
- To work with the Registrar and Head of Community Engagement to keep up-to-date records on potential leavers, ensuring the necessary student data is forwarded to the relevant parties and retention strategies are implemented as necessary.
- To keep the Marketing Department informed on enquiry and conversion data including the tracking of enquiry sources, conversion information and non-joiner feedback.
- To work with the Marketing Department and Head of Community Engagement on the organisation of Open Mornings and other admissions events.
- To attend recruitment and other relevant events when required. This may include evenings and weekends.
- To develop a good understanding of competitor schools and the educational opportunities available within the local area.
- To perform other tasks which may reasonably be requested by the Director of Admissions and Marketing or the Master of the College.

Requirements:

- Qualified to bachelor's degree level.
- Bilingual Thai (native) and English
- Previous experience working in an international school Admissions department.
- An understanding of the British education system
- Proficient in the use of MS Office and school management information systems (e.g. iSAMS)
- Good analytical and numeracy skills



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

- Excellent communicator with a good command of English language, both spoken and written.
- Experience of working to tight deadlines and being able to stay calm under pressure.
- Good understanding of Marketing/Events and related areas
- Excellent interpersonal skills including the ability to relate well to people of all levels with sensitivity, tact, and diplomacy.
- Strong organisational skills and the ability to work independently.
- Excellent attention to detail and accuracy
- A good team manager
- A professional, helpful, and friendly approach
- Motivated with drive and enthusiasm.
- Reliable and flexible with a can-do attitude to all duties and responsibilities
- Resilient and able to cope with the rigours of a busy school environment.
- Discreet, confidential, and professional
- Committed to Wellington College values and ethos.

Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th