



Beau Soleil
Collège Alpin International

Admissions Officer (Maternity Cover) - Required, February 2019



College Beau Soleil

At Beau Soleil, we believe it's what you do that counts. This philosophy holds true from the classroom to the boarding houses and well beyond, for both our students and for our staff. Whether you are teaching an IBDP class, or helping staff one of our amazing expeditions, we are a school that believes in the power of action, engagement and participation.

Students at Beau Soleil experience a unique, holistic education which is built around four core values: Respect, Responsibility, Ambition and Determination. These values underpin our educational and pastoral offer, providing a strong moral compass to our diverse, international community made up of students from nearly sixty countries around the world.

Drawing upon our fantastic alpine location, Beau Soleil offers curricular programmes in both English and French. Students follow the IMYC, IGCSE, IBDP or High School Diploma programmes within the International Section and, for the French Section, the French Brevet and Baccalaureate programme. Students also participate in a world class programme of service learning, adventure and expeditions, designed to build their personal resilience, character and compassion.

College Beau Soleil is a member of the Nord Anglia Education group of schools which offers staff the opportunity to share in a worldwide network of schools as well as benefitting from the professional training opportunities of the world's leading premium schools organisation.

Our Community

High quality teaching and learning lies at the heart of the ongoing development of the Beau Soleil educational experience. Our teachers are passionate about their subjects and work together to produce exceptional results. Creativity and innovation, energy and high expectations shape our approach. Professional development and training opportunities abound, and we believe in growing talent and supporting great teachers in their career paths.

Our pastoral team is devoted to the welfare of boarders. Every effort is made to ensure that students have access to the best services, emotional support and a warm family atmosphere whilst they are at school. All teachers play an important role as tutor in one of the 5 houses, coaching students and supporting the boarding team.

Students and staff share a real sense of pride in the school and its achievements: a pride that we hope you will see if you visit us for interview.





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Admissions Officer (Maternity Cover) required from February to September 2019

The College Alpin Beau Soleil is looking for an experienced Admissions Officer who would be the initial point of contact for each individual or family enquiring about becoming a student at our School.



Your main responsibilities will be:

- ❖ To deal with enquiries from prospective families
- ❖ To organize and conduct school visits, trial days and interviews with the applicants
- ❖ To establish and maintain fruitful relationships with our customers and agents by providing high quality customer service
- ❖ To assist our customers during all the steps of the admissions journey
- ❖ To maintain the school's database – Salesforce/iSams
- ❖ To support the rest of the Admissions Department at relevant school events, such as the New Students' Arrival Day, Graduation Ceremony or Parent/Teacher meetings
- ❖ To ensure that the information collected during the application is passed on to the relevant departments via the Admissions and Transfer Coordinator
- ❖ Maintain accurate product knowledge for all programmes and ECA's

Amongst other things, you are well organised, a team player, dedicated and very customer orientated. You have a warm personality and excellent interpersonal and networking skills. You speak fluently French and English and have work experience in customer service related fields. Ideally, you have worked in an international environment before.

In addition to being highly successful in its own right, the College Alpin Beau Soleil is a member of the Nord Anglia Education family of premium international schools. If you are the successful candidate, you will be joining an international team in which thoughts and ideas are shared around the globe as we strive to make our schools the very best in the world.

Here at the College Alpin Beau Soleil, we are a close-knit team who are proud of our school and boarding community. We educate 250 young people from nearly 60 countries, preparing them for futures as impactful global citizens. If you'd like to be a part of our on-going success, please get in touch; we'd love to hear from you.

HOW TO APPLY

Applications should be made via the Nord Anglia Education recruitment website at <http://www.beausoleil.ch/en/about-us/employment-opportunities> and should contain a CV, letter of application and the details of two professional referees.

The closing date for applications is January 2nd, 2019.

Any offer of appointment will be subject to a clearance police check.



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JOB DESCRIPTION

Title	Admissions Officer (Maternity Cover)
Department	Marketing & Admission
Reports to	Director of Admission
Location	Villars-sur-Ollon

Purpose <i>(why the position exists, within what limits and with what objectives)</i>	Being the initial point of contact for each individual or family enquiring about becoming a student at our School whether in person or by any other means of communication.
Key Responsibilities	<ul style="list-style-type: none">- To deal with enquiries from prospective families- To organize and conduct school visits, trial days and interviews with the applicants (online and offline)- To establish and maintain fruitful relationships with our customers and agents by providing high quality customer service- To assist our customers during all the steps of the admissions journey:<ul style="list-style-type: none">- Placement tests- Interviews- Collecting all the necessary documents- To maintain the school's database – Salesforce/iSams- To support the rest of the Admissions Department at relevant school events, such as the New Students' Arrival Day, Graduation Ceremony or Parent/Teacher meetings- To ensure that the information collected during the application is passed on to the relevant departments via the Admissions and Transfer Coordinator- Maintain accurate product knowledge for all programmes and ECA's
Education and Professional Qualifications	<ul style="list-style-type: none">• It is essential to be educated to degree level• It is desirable to have relevant higher qualifications in marketing, communication or business• It is desirable to have work experience in customer service related fields• Language skills: English, French essential, others useful• Experience in Salesforce is an advantage
Experience	<ul style="list-style-type: none">• High quality and proven experience of marketing, external communications/PR preferably gained within private education or otherwise a similar area in the charity or commercial sector
Person Specification	<ul style="list-style-type: none">• Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.



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	<ul style="list-style-type: none">• Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels including alumni, students, and staff• A target focused, team-player with positive personality; excellent communicator with a style matching the aspirations of Collège Beau Soleil• Ability to maintain a high level of poise and professionalism in all circumstances.• Excellent organizational skills, presentation skills and communication skills (both oral and written).• Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.• Ability to effectively present information and respond to questions from top management, groups of managers, alumni and the general public.• Highest professional and ethical standards for handling confidential information.• An awareness of branding, image and style; an understanding of what influences international high net worth customers and persuades such families to choose a school for their child.
Skills and Attributes	<ul style="list-style-type: none">• A positive, dedicated and warm personality• Excellent communication skills• Stress resistant• Team player• Customer/Student Focus