



Vacancy Announcement

Head of Admissions

Job Summary

The **Head of Admissions** will oversee, administer and coordinate all activities and procedures involved in the admission of students into any section within Ghana International School and as well, ensure that the admissions process is transparent, timely and supportive of the School's needs and growth expectations.

Key Responsibilities

Under the direction of the Principal, oversee the process of admissions of new students to the School.

1. Liaise closely with the Vice-Principals in administering the admission processes and procedures.
2. Supervise the systematic and efficient handling of applications and communications with students and their parents; interviews with students and their parents; arrangements for admissions testing; the securing of necessary student credentials; and the communication of final decisions to the appropriate individuals.
3. Work with the Vice-Principals of each section to identify advisors/mentors for new students as well as support for their families through the Parent –Teacher Association(PTA).
4. Hold regular sessions with new families to ensure that they are well settled and thriving in the school environment.
5. Oversee the Admissions Office, create the departmental budget, and coordinate appropriate mailings.
6. Keep relevant statistics on all aspects of admissions and departures including: Provide and examine statistical data in order to support the Principal's Office and Management Team in decision making. Ensure that statistical reports are provided as required to Management and the School Board of Directors.
7. Assist in the coordination of and representation at internal events such as open days, family welcomes and orientation events.
8. Coordinate the billing of newly admitted students with the Finance Office.
9. Work with Principal and Vice Principals to promote the School and collaborate on School wide projects
10. Liaise with embassies and international companies to promote the school and share information around admission procedures.

11. Work closely with the Counseling, ESL and SEN departments to facilitate the admissions process.
12. Support the Counseling department on joint whole school activities and campaigns.

Minimum Requirements

- University degree from an accredited educational institution.
- Have a minimum of five (5) years excellent administrative experience

Preferred Requirements

- Teaching Experience in an International School setting
- Administrative Experience in an Educational Institution

Additional Qualifications

- Experience in an Admissions role in a reputable educational institution.
- Working knowledge of at least one other UN Official Language in addition to English

Knowledge, Skills and Abilities

1. Excellent written and verbal communication with effective listening skills
2. Excellent organizational skills: able to set priorities and achieve them, able to keep cognizant of many processes going on simultaneously.
3. Experience analyzing data and using it to make decisions
4. Personable yet professional in demeanour, especially on the phone and in personal meetings.
5. Excellent computer skills including database and spreadsheets.
6. Display high levels of confidentiality and personal integrity.
7. Willingness to work above and beyond the call of duty, particularly during the peak admission season.

Application Instructions

Qualified and experienced applicants are encouraged to email their cover letter, detailed CV, names and contact information of 2 referees to hr@gis.edu.gh. Closing date for submission of applications is June 3rd, 2022

We look forward to welcoming you to our nurturing, vibrant, culturally diverse community!

