



Open position at Saint Charles, starting July 2024

- **Head of international admissions**

Saint-Charles International School Switzerland is a thriving boarding school nestled in the scenic Canton of Jura, Switzerland. Our vibrant school community is known for its dynamic atmosphere and friendly environment, creating an ideal setting for academic growth and personal development.

As an authorized IB World school for the Diploma Programme (DP, ages 16-18) and the Middle Years Programme (MYP, ages 11-16), Saint-Charles offers a comprehensive and internationally recognized curriculum alongside with the Swiss curriculum. We prioritize a holistic approach to education, nurturing students' intellectual, social, and emotional development.

Established in 1897, Saint-Charles has a rich history of academic excellence. In recent years, we have embarked on a transformative journey, renovating our facilities to create a modern and conducive learning environment. Our state-of-the-art science laboratories, equipped with dedicated prep rooms, exemplify our commitment to providing students with the best resources for their educational journey.

Join our dedicated admissions team, who play a vital role in connecting with prospective students and guiding them through the admission process. As our international branch continues to expand, we are looking to develop our admissions team and invite talented individuals to be part of our exciting growth. Together, we can shape the future of education and empower the next generation of leaders.

Purpose of the role

Our Head of international admissions is responsible for the smooth running of the admissions process for all international students into all parts of the School. This role works closely with the Head of School, Head of boarding, academic coordinators, contributing to the recruitment and retention of international students.

Key responsibilities:

- To oversee the recruitment of students to meet the annual targets for different year groups and support the retention of pupils.
- Ensure the smooth and effective admission of all new international students.

- Manage the international recruitment processes and systems, as well as managing the International Admissions Officers to ensure student recruitment is as efficient and effective as possible.
- Collaborate closely with the admissions team, the Head of School and the Board.
- Actively promote the links between all parts of the School and maintain relations with internal staff: academics, boarding and administration.
- Input into the strategic plan for International Marketing, Recruitment and Admissions team.
- Representing the school at fairs and events, both independently and with partners.
- Planning and managing the admissions calendar and organizing visits for prospective parents, students, and agents, conducting campus tours and open houses, showcasing the school in a professional and positive manner.
- Reviewing applications, supporting documentation, and assisting with the visa process.
- Maintaining records of place offers and agent commissions.

Required skills and qualifications

- Educated to degree level or equivalent.
- Sales management experience (BA) with a proven track record of exceeding targets.
- Demonstrable experience in Management /Leadership role.
- Outstanding verbal and written communication skills, with the ability to effectively communicate with families and agents across continents.
- Excellent organizational and time-management skills, attention to detail.
- Ability to work efficiently and multitask.
- Capability to work independently and as part of a team.
- Proficiency in Microsoft 365 and database applications.
- Strong literacy skills for preparing correspondence and maintaining records to a high standard.
- Absolute discretion and the ability to maintain confidentiality at all times.
- Demonstrated commitment to continuous professional development.
- Strong interpersonal and relationship management skills at all levels.
- Proactive approach to work, personal integrity, and a drive to prioritize the best interests of students and the school.

Salaries and Benefits

- Competitive salary and benefits
- Enhanced pension plan
- Subsidized lunches at school

Deadline for applications: June 7, 2024.

Application

Interested candidates who meet the above-mentioned requirements should apply to secretariat@saint-charles.ch

- A letter of motivation
- Full CV with photo
- Passport copy
- Contact details of three referees, one of them must be your current Head of Admissions. Referees will be contacted with your consent.

Interviews

Interviews will be held online and/or face-to-face, as appropriate. Our school is committed to safeguarding and promoting the welfare of all students on our care and expects all applicants to share this commitment. We follow safe recruitment practices and appointments are subjects to satisfactory and criminal record/background checks.