

Bilingual French and English Admissions Officer

Salary: £30,000.00 to £36,000.00 annually

Contract Type: Full time (40 hrs a week)

About CFBL:

Established in 2011, CFBL | Collège Français Bilingue de Londres provides French-English bilingual education to 700 students aged 3 to 15 years old.

Tolerance and openness are central to CFBL's philosophy and permeate our community comprising some 35 different nationalities.

Our school is located near Camden, in central London, and provides students with an excellent education, underpinned by a special commitment to language learning and digital culture.

Why CFBL:

London-based Outstanding bilingual school CFBL is looking to appoint an empathetic and dynamic Admissions Officer to manage the school's visibility and drive student recruitment.

We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils.

CFBL is an equal opportunity employer.

As Admissions Officer, your key responsibilities will be to:

Manage the application process and applicant waiting list for the whole school

- Maintain and update various student databases, information portals;
- Maintain the MIS databases and ensure accurate data-input for all stages of the process and ensure accurate reporting and forecasting of admissions figures is always available;
- Report, track, and forecast program's admissions performance through data analysis on a monthly basis admission commission;
- Liaise with Finance Department regarding registration, enrolment and tuition fee payments
- Keep up to date admissions-based information on competitor schools including fees, prospectus and open day events

Assess, guide, and advise applicants within their application to the different programs and training solutions (paths) to generate a high volume of candidates

- Maintain contact with all live enquiries during the admissions process
- Conduct pre-visit surveys to gather as much information on specific needs, background and profile of each parent and student pre-visit to prepare and tailor the approach
- Deliver personalised visit experience to each prospective parent and student
- Provide post tour feedback on all families to the Management team
- Take part in promotional events (webinars, information sessions, fairs, Open Days)

Build relationships with key partners and influencers

- Locally but also in France and abroad
- Develop and maintain relations with feeder schools

Reporting Line

- This job will report to the Headteacher

Applicants for this role should be able to demonstrate the following qualities and skills:

- Have an excellent verbal and written communication skills in French and in English;
- Have a natural affinity for customer satisfaction, top-notch service. You are naturally empathetic and able to communicate in ways that empower;
- Have an ability to work independently and in team settings (open space)
- Focus on solving conflicts and always maintain a calm demeanour
- Have a strong attention to detail with the ability to be precise and accurate with data;
- Desire to work in a performance-focused, KPI-oriented team;
- Have strong analytical skills and comfortable playing with numbers, drawing key insights from analytics; you OWN Excel;
- Have a strong interest in education and demonstrate the ability to successfully build rapport with children and the public.

Why join us:

The school also offers a generous compensation and benefits package, including:

- Up to 9 weeks annual leave
- Competitive employer pension contribution
- Flexible benefits to use on transportation, travel, childcare, big purchases...
- Free lunch daily (cooked on the premises)
- We are committed to providing high-quality professional learning throughout your career with us and offer a variety of training sessions and experiences designed to meet your needs, including yearly training
- Perkbox scheme (discounts at a wide range of retailers)

- Bike-to-work scheme
- School fees reduction
- Life Insurance
- Income protection

Conditions

Safeguarding and welfare

- The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

Right to work in the UK

- The EU's free movement rules no longer apply in the UK. European Economic Area ('EEA') nationals must be granted immigration permission to live and work in the UK. There are numerous requirements that employers sponsoring individuals under the Skilled Worker route must meet.

Employment:

- Full time, permanent contract
- Salary: £30,000 to £36,000 per annum depending on experience.
- Start date: As soon as possible

To apply

- Please send your application (CV + cover letter) to recruitment@cfbl.org.uk