



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Description

Admissions Officer

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College China (WCC)

Wellington College China is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

WCC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more.

With offices in Shanghai, the group provides support for schools within the organisation while leading new projects in China and beyond, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia "Best Companies to Work For in Asia" award for four consecutive years, from 2020 to 2023.



Premium schools with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

Role Description

JOB TITLE

Admissions Officer

DEPARTMENT

Admissions

LOCATION

Shanghai

SUPERVISOR

Head of Admissions

OBJECTIVES

Meeting prospective families, introducing them to the College and providing ongoing support to those families throughout the admissions process.

KEY RESPONSIBILITIES

- Act as the first point of contact for prospective families by providing a warm, welcoming, and personalised service, offering detailed information on the school's vision, programmes, curriculum etc.
- Support Head of Admissions in developing and implementing effective recruitment strategies.
- Work closely and maintain positive professional relationships with school leadership, faculty, and administrative staff to align admissions strategies with the school's goals and objectives.
- Conduct follow-ups and tours in both English and Chinese and provide information to prospective parents.
- Manage the entire admissions process from leads/ enquires/applications through to enrolment.
- Administer, coordinate and organise open days, admissions assessments/interview for prospective families.
- Support event management and attend on-campus and off-campus admission and community events for prospective and current families to promote the school.
- Organise and facilitate orientation programmes for new families to ensure a smooth transition to the school.
- Ensure accuracy of the database management system and analyse admissions data for strategic planning.

KEY RESPONSIBILITIES

- Manage administration of various office supplies, including admissions brochures, souvenirs etc.
- Perform any other duties commensurate with the post as required. The job description is not exhaustive and may be amended following appropriate consultation in light of business needs.
- Any other duties commensurate with the post

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BASIC QUALIFICATION

- Bachelor's degree
- Outstanding ability to interact in a positive and friendly way with prospective families. A customer service focus and excellent interpersonal skills are essential.
- Fluency in written and spoken English and Chinese.
- Experience in student recruitment, admissions, or a related area, preferably within an educational setting.
- Strong interpersonal and communication skills.
- Excellent organisational and data management abilities.
- Proficiency in using digital marketing tools and social media platforms.
- Commitment to equitable admissions practices and promoting diversity within the school community.
- Willingness to work long hours when required and occasional weekend events.
- Ability to take initiative and complete projects with little supervision, highly organised with a good attention to detail.

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

Be You.
Be The Difference