



Stamford American
INTERNATIONAL SCHOOL
JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Enrolment Executive	Reference: MAR2023OP
Function/Department	Admissions & EAL Departments	Location: SAIS
Manager Name & Title	Daniel Ku, Senior Enrolment Manager, dotted line to the Director of EAL	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- The core purpose of the Enrolment Executive is to secure and compile all information necessary to support a student's application for a place, and to undertake the internal review of each application and to make a recommendation decision (accept or decline) to the Senior Enrolment Manager
- They manage the EAL Applications pipeline to ensure prompt escalation to the EAL Department after WIDA/SLATE test, follow-up and process applications to facilitate admission decision smoothly and efficiently
- They are responsible for engaging with internal stakeholders on student applications to ensure that all documents and inputs are adequately verified, and the school is fully able to support each student's education needs before a formal offer of a place is made

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

- Identify gaps and send requests to respective Admissions Managers on all necessary outstanding information and documents required to support the application for admission
- Perform initial screening and make appropriate recommendations to the Senior Enrolment Manager on application decision
- Inform admissions managers on any delays, pending further requirements and inform them of admission decision
- Liaise with the English as an Academic Language (EAL) Department for any escalation to SSD or School Division
- Communicate with parents, if necessary, arrange for additional screening test or interview with the EAL Department or SSD
- Assist Singapore students to apply for MOE Waiver
- Follow-up with applicants on Conditional Offers for academic or medical reports
- Administer English Assessments (WIDA) to non-native speakers



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- Assist in events such as Orientation, Open House and First Day of School for Stamford American International School and the Early Learning Village
- Send out Waitlists, Denials and Acceptances daily
- Maintain EAL Capacity Document with EAL team - remove withdrawals and dropped offers, add new offers and communicate capacity with EMs
- Perform any other assigned duties as directed by the Senior Enrolment Manager

Position Requirements

- High levels of accuracy and attention to detail
- Excellent written communication skills in English
- Outstanding time management and organizational skills
- Result oriented and driven by successful outcomes
- Experience of the school admissions process preferably in the international K12 private education space preferred though not mandatory
- Knowledge of language acquisition
- Experience in use of multiple customer database, CRM tools and digital / online platforms
- Must have outstanding communication skills in English, both spoken and written
- Proficiency in another language a plus
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- Diploma or Degree level qualification preferred
- Teaching certification or background in education preferred

Contacts

- Direct reporting to Senior Enrolment Manager
- Liaise with Admissions Managers, School Divisional Principals, EAL and SSD Departments

Working Conditions

- School Environment
- Prepared to put in extra hours when necessary
- Work effectively and collaboratively in a (multiple teams) team
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Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave (including sick leave)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required