

Communications, Admissions & Development Assistant

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently 1500 and the school achieves the best results in Hong Kong at A-level. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the 2020 and 2021 Spear's Index. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work and our pupils go on to some of the top universities across the world.

Job Title:	Communications, Admissions & Development Assistant
Job Purpose:	To provide logistical and administrative support for the department.
Tenure:	Full time, permanent
Start Date:	As soon as possible
Reporting Line:	Head of Communications and Development and Admissions Manager

Job Description

Specific aims and key responsibilities are:

- **Communications and Development:**
 - Maintaining and updating the contact list of government agencies, and educational and business partners, and keeping positive relationships with these parties by frequent communication and timely response
 - Assisting with the updating of the content of the School website and other social media platforms such as Facebook, Twitter, LinkedIn, Instagram, and other online platforms
 - Assisting with the content strategy over all social media channels
 - Organising advertorial campaigns to promote and uphold the brand identity of the school
 - Coordinating collected materials and assisting in digital content creation including brochures and marketing materials
 - Assisting in the production of marketing and school-branded products including liaising with vendors
 - Maintaining the School's photo database and assisting in the coordination of the film and photography shoots of school events
 - Supporting Alumni Affairs including updating the alumni database and assisting in preparation of alumni events
 - Assisting with drafting awards submission, letters, translations and proofreading of school materials
 - Dealing with enquires from the media and related organisations
 - Coordinating promotional events such as open mornings, tours and visits

- **Admissions:**

- Providing administrative Support to the Admissions department including checking new applications to ensure all required documents are complete and correct, preparing logistics for admissions events, assisting with the preparation of Lower School and Upper School assessment tests
- Maintaining and updating pupil record and admission database in Open Apply, ISAMS and ENGAGE (the School's Management Information System)
- Helping with general clerical tasks within the Admissions Department, including preparing letters & data sheets for statistics review, organising New Intake student files, reorganising Leavers' files at the end of each academic year, and ensuring stationery supplies are up to date
- Liaising with the Accounts Department concerning payment of admissions-related fees
- Helping with applications for scholarships and bursaries when necessary
- Answering parents' enquires by incoming phone calls, emails and post
- Supporting the Open Events for prospective parents, including preparing school information, managing dates of visits on Open Apply, ISAMS and ENGAGE, and coordinating catering as well as other logistics as necessary

- **Other responsibilities:**

- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or a delegated representative may reasonably request

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Higher diploma or above in English Literature, public relations or related disciplines

Skills:

- High proficiency in English (both written and verbal communication), fluency in Cantonese and Mandarin
- Strong computer skills particularly Word and Excel
- Strong communication and interpersonal skills with a customer-oriented mindset

Experience:

- Experience in a school setting or familiar environment is preferred
- Experience in handling mass database is preferred

Knowledge:

- Strong web research skills
- Good command of Adobe Photoshop, InDesign and Illustrator is preferred

Personal Qualities:

- Good team spirit, strong initiative, multi-tasking and able to meet tight deadline
- Responsible, detail-minded, proactive and initiative
- Handle confidential information in a professional manner

Attitudes:

- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Flexible, diligent, positive and enthusiastic
- High levels of personal presentation, integrity and communication skill

Immediately available is preferred.

All applicants should already have in place the right to work in Hong Kong.