



Metropolitan School Frankfurt | Eschborner Landstr. 134 - 142 | 60489 Frankfurt a. M.

Job Description
Admissions Administrator (m/f/d)
(Part Time/ 20 hours per week)

IB World School offering the PYP
and IB Diploma

Cambridge International Centre
(IGCSE)

Frankfurt am Main,
8th November 2018

The **Admissions Administrator** supports and coordinates the Metropolitan School Frankfurt's (MSF or the "School") Admissions Department. S/he embraces the MSF Mission Statement and strives to implement it by providing admissions services to the School.

The Admissions Administrator reports to the Admissions Manager.

MSF is a highly reputable and fully accredited international school offering a comprehensive educational programme for students aged 3 - 18 years of all nationalities. MSF was founded in 2007 and is the only International Baccalaureate (IB) World School and Cambridge IGCSE school in the City of Frankfurt offering the International Baccalaureate (IB) Primary Years Programme in Kindergarten through Grade 5, the Cambridge International Education (CIE) programme beginning in Grade 6 and culminating with the IGCSE exams at the end of Grade 10, and the IB Diploma Programme for Grades 11 and 12 (IB Diploma is a general university entrance qualification). Currently, MSF has 600 students from 50 countries enrolled. All subjects at MSF are taught by native speakers, with English as the primary language of instruction.

Administrative Admissions Tasks include:

- data analysis of incoming admissions information and spreadsheet preparation and analysis of leaving family data
- contract preparation and student data collection
- review and maintenance of legally binding contracts and agreements with new families
- event organisation and preparation for Open House functions throughout the year, including IT functionality at events through preparation of PowerPoint presentations and school information packs
- day to day contact with applying students and their families, if and where necessary
- use of database management systems on a daily basis (such as Google, Cobra, Managebac)
- data management for joining students in the School's filing systems, completing files when data is missing
- data management of existing students in the School's software and filing systems
- responsibility for invoice preparation, invoice sending and invoice monitoring for payment process
- maintain contacts with the School's faculty regarding information of joining or leaving families
- responsibility for the School's internal and external students and admissions related statistics throughout the school year



- transfer of data from Admissions to Accounting
- support the Admissions Manager in reviewing incoming applications and greeting families, organising interviews and School tours
- support the Admissions Manager with inquiries from prospective applicants/ families throughout the admissions process
- support with the coordination of meetings for the Admissions Manager for entry interviews
- supporting 'Open House' events as an admissions expert, available for clients' questions

What the School offers:

- an enthusiastic team of educators and administrative staff members, dedicated to creating a happy and inspiring learning environment
- a vibrant international environment in the fastest growing international school in Germany, with staff from 12 different countries and language backgrounds
- a modern office infrastructure with state of the art IT systems in modern offices
- professional development inside and outside of the school to stay up to date with relevant professional areas
- clearly defined hierarchy and short reporting lines
- an attractive compensation package and additional benefits such as fitness trainer programmes, health management and organised staff excursions

The successful candidate should bring:

- Bachelor's degree in Business Management, or "kaufmännische Ausbildung" or equivalent experience
- min. 3 years of experience working in an office / contract management environment
- experience of working in a school in a similar role would be desirable but not necessary
- written and verbal fluency in German and English
- finance background would be preferable, however, a good understanding of numbers is sufficient
- excellent MS Office skills, in particular Excel skills
- attention to detail, efficiency and accuracy
- effective planning and organisational skills, in particular monitoring and following up on deadlines
- pro-active hands-on/ can do attitude
- being a positive team player with good communication skills, enjoying working with internal and external customers

Due to our international business clientele and the nature of the position, it is essential for the applicant to have fluent-native English language skills. Furthermore, the position holder may be required to communicate with German authorities, and therefore fluent German communication skills are also essential. Due to the specific nature of this position, only applicants with the necessary skill set will be considered.

The start date will be as soon as possible. Based on MSF's employment guidelines, the contract will initially be a 2-year contract, thereafter an offer of an unlimited contract will be made upon mutual agreement of both parties.

Please submit your application including cover letter, CV/Resume, Certificates and/or Diplomas, references if available, preferred salary and earliest start date to Ms Susanne Hartmann.

E-Mail: hartmann@m-school.de