

Academic Families is a leading international education agency – AEGIS, Boarding Schools' Association and British Council accredited. We are expanding and are recruiting an additional team member to join our team supporting international students studying in UK boarding schools.

Our students are full time students at boarding school however they have breaks from school when they are unable to travel home and so we match them with suitable local hosts/host families. Students and families benefit from cultural exchange and friendship. Hosts receive expenses and modest remuneration. We are looking to appoint a dedicated team member to develop our host recruitment programme.

## Admissions Assistant Role

### Key Responsibilities & Tasks

You will -

- be responsible to recruit for, and manage, our Guardianship Hosting Programme in Scotland.
- support our Admissions team to recruit and register international students to both our Placement and Guardianship programmes.
- manage the pre-arrival support for international parents and students
- maintain accurate records of all our students, families and hosts on our CRM system
- work closely with our Marketing team to ensure timely communication with parents
- support our Guardianship team with admin as required – taxi booking, birthday present arranging, ad hoc student shopping and appointment chaperoning

We are a Safer Recruiter so safeguarding is our priority. You will uphold Academic Families' commitment to safeguarding and promoting the welfare of children and young people.

## Guardianship Hosting Programme

Our international students are full time boarders but require to stay with a local family at key times in the school year. Through a combination of our digital marketing campaigns, referral and personal connection, you will manage our host recruitment programme ensuring availability of suitable hosts matched to the requirements of our international students. You will liaise with our marketing team to ensure our social media campaigns deliver the required candidates for screening

- manage the Safer Recruiter host recruitment process

- telephone screen candidates prior to including them in our registration process
- manage the registration process to ensure timely progression of suitable candidates
- arrange and attend host home visits
- maintain ongoing contact with hosts throughout the year
- supported by our Guardianship team, match hosts to students for successful relationships.

## Skill Requirements

To do well and enjoy the role you need to be, or have, a -

- Strong inter-personal skills to interact well with a wide range of people from different backgrounds and cultures and assess their motivations and suitability to host international students
- good communication skills - written and spoken English with a friendly and professional telephone manner
- flexible attitude with a high standard of customer service
- good IT skills, especially MS Office suite
- able to drive, have access to your own car and be prepared to travel up to two hours to some schools and host families
- strong work ethic, able to work remotely and flexibly
- have knowledge and experience of the independent school sector

## Hours

This is a full-time role. Hours of work will be 37.5 hours per week, Monday to Friday with 28 days holiday pa. Work hours are 9am – 5pm with 30 minutes for lunch but may vary and flexibility may be required at busy times.

## Financial Remuneration

Salary                      £23-25k

Remuneration will be through our monthly payroll. NEST pension is available to suitable candidates.

## Location

Our head office is at 111 Swanston Rd, Edinburgh EH10 7DS although some home working may be possible.

## Application

Please submit a covering letter and CV to [recruit@academicfamilies.com](mailto:recruit@academicfamilies.com) by Monday 28<sup>th</sup> June 2021.