



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Join Our Team as an Admissions Assistant

We are seeking a motivated and organised **Admissions Assistant** to support the day-to-day operations of our admissions process. Under the direction of the Admissions Manager, the successful candidate will play a key role in prospective families throughout their admissions journey while ensuring accurate data management and efficient administrative processes.

Your Responsibilities:

Admissions

- **Family Engagement:** Act as a key point of contact for prospective families, responding to enquiries and providing clear guidance on the school's programmes, admissions procedures, and requirements.
- **School Tours & Meetings:** Meet prospective parents, conduct school tours, and support the organisation of admissions meetings and assessments.
- **Application Support:** Assist families through the application process, ensuring all required documentation is completed and submitted.
- **Interview Coordination:** Arrange student assessments and interviews with academic staff.
- **External Liaison:** Communicate with applicants' current or previous schools to obtain relevant records when required.

Administrative Support

- Process applications and maintain accurate admissions records.
- Coordinate with the Finance Office regarding application and assessment fees.
- Monitor student numbers and classroom capacity, keeping relevant teams informed.
- Prepare and issue offer letters and ensure all admission documentation is completed.
- Coordinate admissions decisions with Heads of School and relevant stakeholders.

Data Management

- Maintain and update student records in the school MIS (iSams).
- Ensure all admissions data is accurate, up-to-date, and securely managed.
- Support the preparation of admissions reports and data analysis.

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Our mission as an **inclusive, diverse, and happy** learning community is to harness the power of human connection to create fearlessly determined **global citizens**.



Coordination & Compliance

- Liaise with SENCOs regarding applicants with additional learning needs.
- Coordinate with internal teams to ensure smooth onboarding of new students.
- Support compliance processes, including documentation required by the Ministry of Education.
- Maintain clear and accurate records of admissions and compliance procedures.

What We're Looking For:

Education: Bachelor's degree in a relevant field.

Experience: A minimum of 1-3 years of experience in admissions, administration or a school environment.

Skills:

- Strong communication and interpersonal skills in both English and Arabic (required).
- Excellent organisational and administrative skills.
- Proficiency in data systems or MIS platforms (iSams experience is an advantage).
- Ability to work independently and collaboratively with multiple stakeholders.
- Detail-oriented, flexible, and proactive in problem-solving.

Preferred Attributes:

- Familiarity with international school environments in Jordan or the region.
- Experience working in administrative roles or admissions-focused roles.
- Ability to represent the school professionally to a range of audiences including parents and external partners.
- A warm, approachable personality with a commitment to delivering excellent service.
- Ability to manage sensitive information with confidentiality and professionalism.

What We Offer:

- A competitive salary of **800 JOD** per month (subject to social security and tax deductions per Jordanian Law).
- An attractive benefits package including 2 child placements at ICS (50% tuition remission) and Class A Medical Insurance for the staff member.
- 33 working days of annual leave.
- Professional development opportunities.
- A vibrant, multicultural community fostering personal and professional growth.

Send your up to date CV and a brief cover letter addressing how your skills and experience meet our requirements and why you are applying to ICS to recruitment@ics.edu.jo with the position title in the subject line. Visit us at www.ics.edu.jo **Application Deadline: May 21st, 2026.** Interviews will start to take place during **June**. Due to the number of applications expected, only shortlisted candidates will be contacted. The start date will be negotiated with the successful candidate.

The International Community School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and local and international Police checks as appropriate.