



Join Our Team as an Admissions Manager

We are seeking an experienced, highly organised, and detail oriented **Admissions Manager** to lead and oversee the school's admissions function, ensuring an exceptional experience for prospective families while supporting enrolment growth and retention. Reporting to the Director of MACA (Marketing, Admissions, Communications, and Alumni Relations), this role combines relationship management, operational excellence, and data driven decision making within a dynamic international school environment.

Key Responsibilities:

- Provide a high quality enquiry process for families interested in ICS, acting as a role model for the Admissions Team.
- Record and report accurate and timely information on enquiries, ensuring that all data is properly documented and accessible..
- Manage Admissions staff to ensure the highest quality of service is delivered to families interested in enrolling at ICS.
- Support and participate in the coordination and delivery of school events and initiatives including Open Days, Student Recruitment Fairs, Orientation Day, and Academic Review Evenings.
- Develop strong parent relationships to promote positive engagement and word of mouth recommendations.
- Develop and continuously update a plan to automate and integrate the admissions process with all relevant stakeholders, ensuring the maintenance of an accurate admissions database.
- Manage data within the school's finance system by creating and updating student records throughout the year.
- Manage student data through the school admissions system, including data reconciliation, data cleaning, and report creation for internal and external requests.
- Maintain and monitor the student management information system to ensure accuracy, completeness, and informed decision-making.
- Update student records for the insurance company on a termly basis for insurance purposes
- Manage the admissions process in line with the school's Admissions Policy.
- Oversee admissions personnel, and liaise with PSLT and SSLT as required.
- Guide and support families throughout the admissions process to ensure a smooth experience for all parties, both internally and externally.
- Resolve concerns and conflicts sensitively and promptly.
- Provide a high quality visit and follow up process for prospective families, ensuring a welcoming and informative experience.
- Analyse and report on admissions, enrolment, conversion, and retention statistics, including targets and real-time reporting.
- Develop and implement admissions and enrolment strategies to support annual student recruitment and retention targets.



What We're Looking For:

Education: Bachelor's degree in a relevant field.

Experience: A minimum of 5-10 years of experience in a similar position

Nationality: Jordanian

Skills:

- Strong communication and interpersonal skills in both English and Arabic.
- Excellent organisational and administrative abilities.
- High attention to detail and accuracy.
- Strong analytical and reporting skills.
- Ability to manage multiple priorities and meet deadlines effectively.
- Proficiency in Google Workspace (Docs, Sheets, Drive, Gmail, etc.).
- Ability to handle confidential information with professionalism and discretion.
- Strong teamwork and collaboration skills.

What We Offer:

- Salary of **1450JOD + COLA (1470JD)** 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: July 9th, 2026.** Interviews will start to take place during **July**. 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.