

Head of Student Recruitment and Admissions

Dove Green Private School (DGPS) takes immense pride in being a British community school, offering a distinctive educational experience in the heart of Dubai Investment Park, near the Expo 2020 site. Our British educational values emphasise respect, tolerance, inclusivity, and a commitment to academic excellence, fostering well-rounded, globally-minded individuals. We are committed to cultivating an environment that celebrates the rich traditions of British education while fostering a global perspective. Our school, currently in its 10th year of operation, has become an example of educational excellence, embodying the values of a happy, caring, and inclusive community school. We are dedicated to providing a forward-thinking, innovative education beyond conventional boundaries. As the first UK curriculum school in the area, DGPS has earned a reputation for being at the forefront of educational innovation, catering to the needs of Dubai's rapidly expanding and developing south side.

With our state-of-the-art secondary building nearing completion, DGPS is poised to provide an unparalleled learning experience. This innovative facility, designed to complement our existing campus, reflects our dedication to offering students the finest resources and facilities. As a key member of our newly restructured team, your role will ensure that the British ethos permeates every aspect of our educational approach, creating an environment where students excel academically and develop a global mindset aligned with the 17 United Nations Sustainable Development Goals.

Candidates must be committed to working with the local community and developing ways to engage with parents and forge effective partnerships with them. The successful candidate will be closely aligned with DGPS's core values and ethos and be part of a community that blends the best of British education with a commitment to preparing students for success in a rapidly changing world while possessing a genuine understanding and appreciation of the region's values. Above all, we're looking for an astute, driven, and down-to-earth educator committed to fostering a culture of successful collaboration and progressive learning through our vision of learning together and growing together.

As part of an innovative structural organisation and its students, we seek an extraordinary professional to fill the role of **Head of Student Recruitment and Admissions**.

Job Purpose:

The Head of Student Recruitment and Admissions will provide strategic leadership and management of student recruitment and admissions processes. This role involves developing and implementing recruitment strategies to attract a diverse and talented student body for both undergraduate and postgraduate programs.

Key Responsibilities:

Strategic Planning and Leadership:

- Develop and execute comprehensive student recruitment strategies across all levels and modalities (online, face-to-face, hybrid).
- Lead the admissions team to achieve recruitment targets and enhance the institution's profile.
- Collaborate with the Manager of Operations and Academic Team to align recruitment strategies with institutional goals.
- Collaborate and contribute to the wider school leadership team as and when required.

Recruitment and Outreach:

- Identify and cultivate relationships with key stakeholders, including school counselors, educational agents, and community organizations.
- Represent the institution at recruitment events, fairs, and conferences both domestically and internationally.
- Develop and manage the student conversion strategy to improve application-to-enrollment rates.

Admissions Management:

- Oversee the admissions process to ensure a seamless and positive experience, hence enhancing the overall experience for applicants.
- Ensure compliance with internal and external policies, including immigration requirements for international students.
- Work closely with the marketing team to ensure accurate and compelling admissions content across all platforms.

Team Leadership and Development:

- Provide leadership and professional development opportunities for the admissions team.
- Foster a collaborative and innovative team environment.
- Conduct performance evaluations and manage team performance to meet recruitment goals.

Data Analysis and Reporting:

- Monitor and analyze recruitment data to evaluate the effectiveness of strategies and make data-driven decisions.
- Prepare regular reports on recruitment activities, outcomes, and market trends.
- Manage recruitment budgets and ensure cost-effective use of resources.

Qualifications:

- Bachelor's degree in a relevant field (Master's degree preferred).
- Proven experience in student recruitment and admissions, preferably in a higher education setting.
- Experience in developing and implementing recruitment strategies.
- Strong understanding of domestic and international student markets.

Skills and Competencies:

- Excellent leadership and team management skills.
- Strong communication and interpersonal skills.
- Ability to work in a target-driven environment.
- High level of organizational and time management skills.
- Proficiency in data analysis and reporting.

Personal Attributes:

- Enthusiastic and goal-oriented.
- Creative and innovative thinker.
- Ability to travel extensively for recruitment purposes.

We are also mindful of our national development strategy and encourage UAE Nationals to apply to our company.

At DGPS, we relentlessly prioritise the safety and well-being of children. We maintain the highest standards in child protection practices and are committed to promoting their welfare. We expect our staff to share this commitment and actively hold them accountable. As part of our hiring process, successful applicants undergo various background checks, including references, qualifications, identification, and police checks, which may extend to overseas checks.