



## ASSOCIATE DIRECTOR OF ADMISSIONS

Founded in 2015, Le Régent ([regentschool.ch/](http://regentschool.ch/)) is a rapidly growing Swiss boarding and day school with an international academic programme. Students from Switzerland and around the world are educated in a modern campus in the heart of the Valais Alps in the attractive and lively ski resort of Crans-Montana. Since 2019, Le Régent has been under the guidance of Institut Le Rosey - of which it is now officially a "sister school" ([www.rosey.ch](http://www.rosey.ch)).

Le Régent follows a rigorous academic programme in English in preparation for the International Baccalaureate (IB) Diploma Programme and for its own diploma, the Régent Graduation Diploma. This is supplemented by a diverse extracurricular offering, including sports, arts, music and outdoor mountain activities and expeditions.

Le Régent has more than doubled in size over the last three years to its current total of 225 and this looks set to continue. The school is already selective, and a significant oversubscription within two years is a distinct possibility. The role of Associate Director of Admissions is therefore a key position.

Reporting to the Director-General, the Associate Director Admissions (AAD) may occasionally travel but the post is fundamentally campus based (in contrast to the Director of Admissions whose role is essentially overseas promotion and recruitment).

### THE POST

Key duties include:

- Responding to admissions enquiries
- Advising candidates and their families and dealing with the admissions process
- Organising campus visits
- Ensuring that all necessary admissions documentation is provided
- Organising and occasionally invigilating entrance tests
- Requesting and checking school recommendations
- Organising sample days at school
- Interviewing candidates and organising further interviews with school management
- Ensuring that new students are properly welcomed to campus
- Working with other members of school administration to ensure that official documentation for study in Switzerland is obtained (for overseas students)
- Informing and advising members of the Direction (Senior Management Team) of trends and statistics
- Working with the health team, EAL and Learning Support to ensure that applicants' profiles are complete

### QUALITIES

The selection committee will accord particular value to the following qualities and skills:

- An excellent level of English and a very good working knowledge of French
- Good communication skills and a warm and welcoming presence
- An understanding of the expectations of potential parents and students
- An appreciation of the nature of boarding



- An understanding and knowledge of academics in international schools
- Knowledge of the Swiss boarding school scene and Switzerland in general
- Administrative reliability and efficiency

This is a full-time, non-residential administrative post and will occasionally require a willingness to work unusual hours as well as campus presence during at least part of the summer.

## **RECRUITMENT PROCEDURES**

The appointment will take effect from September 2022 although we would welcome applications from candidates able to take up the post in July or August 2022.

Applicants should address a letter of application and a CV/résumé through the job posting on the [TES website](#). (Candidates should note that following Brexit, preference will be given to those possessing a Swiss residence permit or an EU/EFTA passport.)

Le Régent is committed to safeguarding and promoting the welfare of children. Applicants will therefore need to undergo child protection screening appropriate to the post.