

RECRUITMENT AND ADMISSIONS COORDINATOR

Are you eager to drive significant change in the educational and holistic well-being of children from under-resourced communities in South Africa?

Christel House South Africa is a non-profit school which provides no-fee scholarships to students from some of Cape Town's most under-resourced neighbourhoods and supports them for 19 years (Grade RR to Grade 12 and five years post-matric) through character-based and career-focused education. The main criterion for admission to Christel House is not evidence of talent, but evidence of poverty. Despite facing significant challenges, our students excel. We have an impressive 99% matric pass rate since inception and 97% of our alumni are studying, working or doing both. Key aspects of Christel House's model include poverty mitigation services in the form of daily transport to school and back, professional health care, nutritious meals, psychosocial counselling, family assistance and college and career planning and support. Christel House manages nine schools around the world of which the centre in Cape Town, established in 2001, is the only centre in Africa. Join our dedicated team and be part of a global movement. Our school offers a unique educational environment where technology, innovation, and passion for teaching merge to create a transformative learning experience.

About the position:

Reporting to the Dean of Student Development, the Recruitment and Admissions Coordinator at Christel House South Africa will play a crucial role in managing the end-to-end administration of the application, recruitment, and admissions process for CHSA. This position requires strong administrative, organizational, and interpersonal skills to support the holistic education mission of CHSA.

Key Responsibilities

- Plan and coordinate learner recruitment, admissions, and onboarding processes.
- Manage and update admissions policies, records, and documentation.
- Respond to queries professionally and handle communications with stakeholders.
- Generate reports to support management decisions.
- Engage with stakeholders to build strategic relationships.
- Manage admissions-related events, workshops, and family engagement activities.
- Maintain accurate website content and admissions system administration.

Requirements

- Bachelor's Degree in Business Administration or related qualification,
- Minimum of 3 years' experience in a similar role, preferably within admissions or enrolment management at an educational institution,
- Proficiency in Microsoft Office (especially Excel) and data systems like ZoHo and iSAMS is essential.
- Excellent communication skills, both written and verbal
- Corporate recruitment experience and ability to work under pressure will be advantageous

- Experience with recruitment systems and ERP is a key language e.g. ,SAP ,Oracle and other systems used in tertiary institutions.

Desired Competencies:

- Strong organisational skills, with teamwork and a flair for collaborative effort
- Ability to be flexible, adaptable and multitask
- Sensitivity to disadvantaged communities with the ability to engage with communities at all levels
- Strong Project management skills.

Core Outputs:

- Plan and Execute, ensuring efficient Admissions to CHSA
- Networking and Relationship Building at all levels with all stakeholders
- Records and administrative processes are efficient and effective.

Christel House champions equality and diversity. Appointment rights are reserved.

To apply, please forward your CV with a motivation letter and three contactable references to rudayba@maraisbutton.co.za.

Closing Date for Applications is Monday 06th January 2025

Contact will only be made with shortlisted candidates.