



**SURVAL MONTREUX**  
GIRLS' SCHOOL IN SWITZERLAND

## **Head of Admissions**

*Full-time position*

*Start date: as soon as possible by negotiation*

Surval Montreux is a unique international girls' boarding school in Switzerland which provides an exceptional all-round education for girls aged 12-19. The school offers a High School programme for Grades 8-12, alongside a unique Swiss Gap programme for 17-19 year-olds, Winter Camp experiences and a Summer Camp June to August.

All aspects of a Surval education focus on empowering girls to challenge themselves, own their voice and lead their journey, across the academic, enrichment and pastoral life of the school.

Surval belongs to the international education group Bellevue Education consisting of 21 schools, with headquarters in London, UK. The Head of Admissions will benefit from networking and support within the Bellevue international recruitment team.

### **Location**

The role will require the post holder to be based in Switzerland at Surval Montreux. The role will also require some periods of international travel away on recruitment trips.

### **Role**

The Head of Admissions will provide the vital function in the school's recruitment of students, strengthening, establishing and managing relationships with agents and families and supporting the process from enquiry through admissions to arrival in Surval.

The Head of Admissions will work closely with the Principal, Communications and Alumnae Relationship Manager and Office Manager in the organisation and running of promotional events for families, building relationships with families, agents and other partners, maintaining full and accurate records of all enquiries and supporting data in order to effectively evaluate marketing campaigns and initiatives.

The Head of Admissions will report directly to the Principal and liaise closely with her on all aspects of the role.



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### **KEY RESPONSIBILITIES**

#### **Admissions Management**

- Take oversight of the admissions process for all programmes, High School, Swiss Gap, Summer and Winter Camps;
- Maintain oversight of all touchpoints in the admissions journey to ensure an exceptional experience for all prospective families;
- Oversee a highly personalised admissions process from the initial enquiry through to entry into the school, gathering initial information about the prospective student to ensure the admissions process can be tailored;
- Organise family and agent visits (face-to-face and virtual) and lead tours of the school, in liaison with the Principal;
- Maintain relevant records and statistics on iSams of all enquiries and registration;
- Compile and send out relevant literature to enquiries;
- Administer registrations and applications;
- Report regularly on the status of the school roll covering school year students, summer and winter campers;
- Arrange online assessments for students where applicable;
- Oversee support for the visa application process;
- Maintain regular communication with all prospective and enrolled families;
- Liaise with academic and pastoral colleagues to ensure a smooth transition for each student into the school;
- Continue to take an active interest in the progress and experience of girls through their time in Surval, both as an integral player in creating the school's family, personalised care and ethos and as a contributor to ensuring strong retention of students from one year to the next



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- Act as parent liaison officer during the Summer Camp with a focus on optimising conversion from the camp to school year
- Work closely with the Principal and Communications and Alumnae Relationships Manager to ensure a joined-up approach and ensure targets are met;
- Report to the Principal and Bellevue Head Office against weekly and monthly KPIs.

### **Agent Relationship Management**

- Lead the expansion of the school's agent network, building on existing relationships and establishing new contacts.
- Drive the annual strategic recruitment plan, in liaison with Bellevue's Head of International Recruitment, in order to identify target markets and plan agent engagement and recruitment trips aligned with this strategic plan;
- Work with the Communications and Alumnae Relationship Manager to develop and implement an engagement plan to build and maintain the school's world network of partner agents through regular written and verbal communication, events and other initiatives;
- Identify creative approaches to work with boutique agents tailoring the approach to the bespoke and premium market of Surval;
- Plan regular, targeted communication updates to agents to draw in applications for the varied programmes offered at Surval;
- Liaise regularly with agents in written and verbal form;
- Plan an annual programme of recruitment trips in target areas, liaising with agents and partner organisations and taking responsibility for detailed planning and logistics.
- Share attendance at recruitment trips with the Principal;
- Arrange and host agent visits to Surval Montreux;
- Nurture agent enquiries leading to successful enrolment;



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### Qualifications and Person Specification

- Experience working in the field of international recruitment and agent relations essential;
- Warm and professional communication style which builds relationships and reflects the ethos of Surval;
- An internationally minded individual who is comfortable building open relationships with people from any culture or background;
- Excellent written and oral communication skills with fluency in English. Any additional language skills are an advantage;
- Excellent telephone and personal manner, smart and professional appearance;
- A proactive self-starter who is confident working independently whilst communicating clearly with and being accountable to the Principal and Bellevue Head Office team;
- Ability to demonstrate successful and effective customer relations, communication and customer care skills and business sales acumen;
- A team player with strong interpersonal and communication skills;
- Organised and able to keep on top of many details and prioritise effectively;
- A creative thinker able to take the initiative;
- Sales-minded, energetic, positive, persistent and determined;
- Working knowledge of using online content management programmes;
- Understanding of the principles and practices of recruitment and admissions;
- Understanding of good data management practice e.g. Data Protection
- Strong computer literacy
- A Bachelor's degree or equivalent qualification, possibly but not exclusively within marketing, PR or communication.

The salary will be based on experience and reflective of the importance of this role in the school's development.



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If you would like to find out more about the school and role, please contact the Principal, Ms Nicola Dudley, [nicola.dudley@surval.ch](mailto:nicola.dudley@surval.ch) or Head of International Recruitment at Bellevue, Ms Máire Buttimer, [mbuttimer@blyue.com](mailto:mbuttimer@blyue.com).

### How to Apply

To apply for this role, please submit the following documentation to the Principal's PA, Ms Pernille Mogensen [pernille.mogensen@surval.ch](mailto:pernille.mogensen@surval.ch) :

1. **Letter of Motivation addressed to the Principal, Ms Nicola Dudley**
2. **CV**
3. **[Online application form](#)**

Applicants must give the names and contact details of three referees. Applicants should be aware that Surval reserves the right to contact previous employers, but will only do so after discussion with the applicant.

### Pre-employment Checks

Employment with the School will be subject to the School being satisfied with the following:

- Criminal Records Disclosure or other relevant certificate from the relevant police authority;
- Verification of qualifications and identity;
- Three satisfactory references received;
- Such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations and in the limits of the Swiss Federal Act on Data Protection (FADP) 19 June 1992 ).

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**