

UK EDUCATION GUIDE

Job title: Admissions Manager

Reporting to: Managing Director

Location: TBC

The UK Education Guide is the fastest growing international student comparison portal! UK Education Guide (UEG) works with over 120 independently selected UK Boarding Schools, Foundation providers and Universities, helping international families realise their educational dreams in British Schools and Universities.

We are looking for a keen, enthusiastic individual to oversee operations across the company to ensure all UK Education Guide's customers (B2B and B2C) receive excellent customer service at all times. Your primary role will be to support interested families in understanding the nature of the UK education market, identify the best potential schools for their children and support them on that journey to their dream school.

The Manager must put first the best interests of each pupil/family with whom we are dealing, recognising the mission statement and values of UK Education Guide- <https://ukeducationguide.com/about-us/>

As such, we are looking for the following core skills and expertise:

- Supporting the identification of key markets
- Managing marketing strategies and recording key data
- Knowledge of University and school administration processes
- A high level of social and interpersonal skills
- Excellent administrative and organisational skills
- Flexible communication skills
- Awareness of a range of cultures
- Fantastic telephone manner

Working Schedule: Your working week is 8.30am - 5.00pm, Monday – Friday, but with flexibility available on request. Standard 28 days annual leave. The expected salary is £40,000 pro rata + an excellent commission package. You may be expected to travel internationally and occasional anti-social hours as per the needs of the role. We are prepared to consider a flexible approach for the correct candidate.

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To apply, send a covering letter and CV to james@mtmconsulting.co.uk or call 07876 711695.