

Role Profile			
Role	MOE&HE - Government Liaison Officer	School	Oryx International School
Line Management	None	Reporting To	Head of Department
Internal and External Interactions	Principals, school staff, students, Orbital Education, Ministry of Education and Higher Education (MOE&HE) parents, prospective parents, and visitors to the school.	Hours	40 hours per week
Role Purpose			
To drive the admissions and MOE&HE policies and procedures, take responsibility for delivering a first-class user experience and assist families as they make the decision of where to enrol their children.			
i) Key Accountabilities – All Roles			
Admissions <ul style="list-style-type: none"> Assist the Admissions Manager in coordinating student admissions to the school including: <ul style="list-style-type: none"> Assist with initial Arabic parent contact and communications; Assist with Arabic parent school tours; Co-ordinate assessments if parents are Arabic; Attend planning meetings as required; Liaise with the Ministry of Education and Higher Education on the following: 			
Ministry <ul style="list-style-type: none"> Check and follow up on all MOE&HE emails on a daily basis; Translate and action all MOE&HE emails; Translate and distribute all MOE&HE Circulars to appropriate person/s within the school; Translate MOE&HE directives and supply to Principal/s and Admissions office; Translate and supply school vs MOE&HE monthly class number comparisons to the ministry; Ensure all requests from the MOE&HE are actioned and returned to the ministry timeously; Organise and complete all the school's academic and administrative files for the MOE&HE visits and inspections; Attend MOE&HE meeting/s with the Principal or school staff to assist with translations; Apply for event approval/s from MOE&HE; Submit requests to order mandatory academic subjects books; Liaison with HR department to renew all school's licenses; Assist the HR and Finance departments to translate required reports; Assist with the yearly school calendar; Assist with requesting new school fee increases or changes to Application, Registration, Tuition or re-enrolment charges. 			
Pre-Enrolment System: <ul style="list-style-type: none"> Upload new student data on the MOE&HE Pre-registration system between March to August yearly; Upload Health certificate, QID and school reports for each student; Finalise the student's applications from the waiting list. 			
NSIS System: <ul style="list-style-type: none"> Register new students; Upload Health Certificates received from students to the NSIS system; Accept student's transfer request from Qatar schools; 			

- Update and complete existing student and parent's data into the system as per ministry requests;
- Transfer Oryx International School students to their transferring schools within Qatar;
- Delete all Oryx International School leavers;
- Enter student's daily attendance;
- Update the academic year calendar;
- Update school general information;
- Update parent data;
- Issue attendance certificate upon parent's request;
- Upload student's school report cards at the end of each academic year;
- Checking students placed in correct year groups;
- Complete manual forms to register new students after closure of online system;
- Enter student's examination results into the NSIS system;
- Create student lists with the examination results detailed by the end of each academic year;
- Add or delete classes on the system.

HR and Recruitment Process:

- Assist HR team to process the staff applications by emailing these to the MOE;
- Assist HR team to translate data into Arabic and complete Ministry's HR system;
- Submit staff documents and contracts to the MOE&HE.

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attending all school functions

The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.

ii) General Activities and Requirements

- Work effectively as part of the Administration / Office team providing support where required.
- Answer telephone/s, take messages and monitor calls specific to Admissions.
- Receive visitors (Admissions).
- Liaise with staff, pupils and parents.
- Assist with school mailings.
- Attend insets and staff meetings as required.
- First Aid – Assist with First Aid as required.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Person Specification

Skills, Knowledge, and Experience

Experience and Skills

- Knowledge and experience of the Admissions process in an independent school.
- The ability to use statistics and Database management.
- A high degree of computer literacy (Microsoft Office applications and iSams).
- An excellent telephone manner.
- Good organisational skills and the ability to prioritise and manage tasks.
- An eye for details and accuracy.

Personal Attributes

- Fluent Arabic and English speaker.

- A professional manner and appearance.
- Friendly, warm personality.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (both personally and on the telephone and through electronic communication).

Prior experience, interpersonal skills and a high level of proficiency in administrative skills is essential. An understanding of the role of the Ministry of Education and Higher Education in Qatar is highly desirable.

Applicants should have appropriate qualifications and a minimum of 2 years admissions experience in Qatar.

Competencies

- **Results Orientated:** Ensures all activities undertaken have some clear objectives and demonstrable outcomes and these are achieved
- **Strong Communicator:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Ability to Plan:** Long, medium and short term to assess results and ensure good completion rates
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge