

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Admissions Assistant	Reference: 250120
Function/Department	Admissions	Location Hong Kong
Manager Title	Admissions & Marketing Director	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Admissions Assistant supports the Enquiry Manager as a key point of contact for new parent inquiries received via

Contacts

Direct report to the Admissions & Marketing Director