

ADVERT ID 229465

## General

### Copperfield International School, Verbier

10 Rue de la Bèrarde Verbier 1936

COPPERFIELD  
VERBIER

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** International  
**Date Posted:** Thu Jan 30 2025 16:29:17  
**Application Closing Date:** Fri Feb 21 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**  
Admissions Officer/Registrar  
**Description:**  
Location: Copperfield International School, Verbier, Switzerland

Start Date: As soon as possible

#### About Copperfield International School

Copperfield International School, located in the stunning alpine village of Verbier, is the world's only ski-in, ski-out International Baccalaureate (IB) school. We offer a world-class education that blends academic excellence with outdoor adventure, fostering a diverse and inclusive community of globally-minded, confident, and compassionate students.

#### Role Overview

We are seeking a highly organised and personable Admissions Officer/Registrar to manage the admissions process and ensure a smooth transition for new students and their families. As the first point of contact for prospective families, you will play a key role in guiding students through their journey into the Copperfield community, ensuring a welcoming, efficient, and seamless integration.

Reporting directly to the Director, you will also work closely with the Dukes International Sales Team, following up on leads and ensuring a strong pipeline of student enrolments.

#### Key Responsibilities

**Admissions Management:** Oversee the full admissions process, ensuring efficiency, accuracy, and a personalised experience for families.

**Family Engagement:** Guide prospective families through the admissions journey, providing information, organising school visits, and addressing inquiries.

**Application Processing:** Manage and maintain accurate admissions records, process applications, and liaise with key school departments.

**Student Integration:** Support new students and families in their transition to Copperfield, ensuring a smooth and enjoyable experience as they settle into school life.

**Permits & Visas:** Work closely with the canton and commune to organise permits and visas for students.

**Enrolment Coordination:** Work with the academic and administrative teams to ensure a seamless transition for new students.

**Data and Reporting:** Track admissions data, generate reports, and provide insights to support school growth.

**Follow-Up on Leads:** Collaborate with the Dukes International Sales Team to follow up on student recruitment leads and maximise enrolments.

**Event Support:** Assist in organising open days, school tours, and other admissions-related events.

#### Candidate Profile

Previous experience in admissions, administration, or customer-facing roles, preferably in an international school setting.

Strong organisational skills with keen attention to detail.

Excellent communication and interpersonal skills to engage with families from diverse backgrounds.

Fluency in English is essential; strong French and/or another world language is advantageous.

Ability to manage multiple tasks efficiently in a dynamic school environment.

Experience liaising with local authorities (canton and commune) on permits and visa processes is a plus.

Proficiency in Microsoft Office and admissions-related software.

#### Why Join Copperfield?

Work in a unique, inspiring location in the Swiss Alps.

Be part of a supportive and internationally diverse team.

Play a key role in welcoming and integrating students into a thriving school community.

Collaborate with Dukes International Sales Team to drive student recruitment.

#### How to Apply

If you are enthusiastic about education and enjoy working with families, we would love to hear from you. Please submit your application, including a CV and cover letter, via the TES portal (see Further Info link).

Successful candidates will be contacted promptly for preliminary discussions, which may be conducted remotely via phone or video call.

Copperfield International School is dedicated to safeguarding and promoting the welfare of children and young people. Employment is contingent upon satisfactory safeguarding checks.

Copperfield International School is part of Dukes Education, providing ample professional development opportunities through our affiliation with leading educational organisations. Copperfield reserves the right to employ before the deadline, so early applications are encouraged.

#### APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

#### APPLY TO THIS JOB VACANCY

**Apply To:** 10 Rue de la Bérarde  
Verbier  
1936

**Country:** Switzerland

**Enquiries To:** [c.renton@copperfield.ch](mailto:c.renton@copperfield.ch)

**Further Information:** <https://www.tes.com/jobs/vacancy/admissions-officer-registrar-switzerland-2166582>

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