

Job Description of Admissions Executive, Admissions Office

Role Summary:

The Admissions Executive supports the smooth execution of admissions processes by coordinating administrative tasks, managing applicant data, facilitating communication with parents, and assisting in documentation and reporting. Working closely with the Head of Admissions, the role ensures accuracy in the admissions portal, adherence to procedural requirements, timely parent communication, and proper maintenance of physical and digital records. The position also contributes to system and process development for the Admissions Office and the Chairperson's Office. This role reports to the Chief of Staff, Office of Chairperson & Vice-Chairperson, Admissions Office.

Key Responsibilities:

1. Admissions Coordination & Parent Interaction:

- Coordinate the administrative processes for admissions in collaboration with the Head of Admissions.
- Respond to admission enquiries received via email, phone, or in person.
- Facilitate the filling and submission of online application forms by parents.
- Support and facilitate the various stages of the admissions cycle, including application registration, aptitude/admission tests, student and parent interactions, admission offers, and fee payment.
- Send communications to parents regarding offers, waitlist status, and regrets.
- Reply to parent emails regarding admissions-related queries and updates.

2. Data Management & Documentation:

- Ensure accurate entry, maintenance, and updating of applicant data in the online admissions portal.
- Maintain and safeguard admissions records—both physical and digital—ensuring completeness, accuracy, and confidentiality.
- Prepare analytical reports and statistics for internal decision-making and review meetings.
- Collate and organise documents related to various regulations and government directives applicable to admissions.
- Support in reviewing and updating the admissions manuals and school publications.
- Assist in the periodic review and revision of admission procedures, related templates, formats, and checklists.

3. Certificates, Website & Internal Coordination:

- Coordinate the issuance of School Leaving Certificates for students withdrawing from the school.
- Coordinate updating of admissions-related information on the school website.
- Support and coordinate review meetings, including preparation and organisation of

4. Administrative & Operational Support

- Support the development and implementation of systems and processes for the Admissions Office, the Chairperson's Office, and other related areas.

Requirements:

Education

- Bachelor's degree in Administration, Management, Communication, or a related field.

Experience

- 1–3 years of experience in admissions, front-office administration, customer service, or data/records management.
- Experience in an educational institution is preferred.

Skills & Knowledge

- Strong communication and interpersonal skills for handling parent interactions.
- Proficiency in data entry, use of online portals, and MS Office tools.
- Ability to prepare analytical reports and handle documentation with accuracy.
- Strong organisational and record-keeping skills with attention to detail.
- Ability to manage multiple tasks and timelines efficiently.
- Understanding of admissions processes and regulatory requirements (preferred).