

## **Job Description of Asst. Admissions Officer – Chairperson’s Office**

### **Admissions related Responsibilities:**

1. Attend to admission enquiries over telephone, email and meet with parents/children on a one-on-one basis to provide admissions information;
2. Contribute to the preparation and updation of annual admissions calendar;
3. Coordinate the recording and activation of Interactive Voice Response (IVR) to address admissions related enquiries through telephone, apart from preparing/updating the script;
4. Support the preparation of school wide presentations and communications;
5. Support and monitor incoming calls attended by tele-callers during the admission season;
6. Contribute to and coordinate the preparation of admissions documents which includes the School brochure, application for admission form and general information for online admission process;
7. Coordinate and manage admission process, the preparation of Admission related support material/documents for facilitating online admission process and conduct of admission/aptitude tests and student interactions, and do the required scheduling;
8. Coordinate with accounts team for receipts preparation and Head of Administration for manpower for admission process;
9. Check application for admission forms and documents submitted online;
10. Prepare and facilitate the communication required to be sent to parents/students at different stages of the admission process;
11. Collate and prepare the admission/aptitude test/student interaction data;
12. Prepare/update the documents as part of the Admissions Offer in coordination with all including the Heads;
13. Prepare student file for new admissions and support the process of allotment of school houses (4 houses) for children;
14. Ensure proper filing and safe maintenance and archiving of admission records and documents (in electronic and print copy);
15. Support the preparation and revision of Admission process formats/templates for communication, as part of systems and processes;
16. Prepare and update the General register and validate it from the Head of National Curriculum and Head of International Curriculum;
17. Prepare leaving certificate for students leaving the school in coordination with the Heads;
18. Forward bills payable towards services rendered for admissions to Accounts department for processing;

### **Administrative Responsibilities:**

19. Schedule Chairperson’s appointments in coordination with the Heads, the EA to the Chairperson and secretaries at other office locations;
20. Coordinate between the School cafeteria and residence kitchen on the dietary/meal requirements of the Chairperson and the Vice-Chairperson during their visit to the School;
21. Support functioning and upkeep of the Chairperson’s office by closely liaising and coordinating with various administrative functionaries in the School;
22. Support the visit of the guests of the Chairperson and the Vice-Chairperson to school by coordinating with the administrative departments and security team;
23. Support in sourcing and compiling data for various school publications;
24. Support and coordinate for school events including Annual day, Graduation Ceremony, DAIMUN, Conferences, Workshops and so on;

25. Coordinate and dispatch of letters pertaining to the Chairperson's communication such as Annual Letter to parents on results and placements;
26. Support and coordinate the filing of documents including proposals, responses, letters from students or parents, and so on at the Chairperson's office;
27. Prepare and place the Chairperson's guest/invitee list for school events like Graduation Ceremony and Annual Day for approval, in consultation with the EA to the Chairperson;
28. Support various school celebrations including Diwali party, Staff Birthdays by preparing and dispatching invites and Birthday wishes letters to staff on behalf of the Chairperson's office;
29. Support in responding to incoming communication at the Chairperson's office, by way of standard templates;
30. Support in collating information for various reports and presentations and sourcing of photographs of various school events;
31. Forward bills payable received from external agencies to Accounts department for processing;
32. Contribute to strengthening the systems and processes in the school;
33. Such other duties as may be assigned by the Admissions Officer, EA to the Chairperson or the Chairperson.

**Qualifications and experience:**

34. A postgraduate, preferably with an MBA, with good communication skills.
35. Experience of 7-10 years, preferably in the school environment with admissions responsibilities.