



Hebron School,  
Ooty, TN, India

## Job Description: Admission Secretary

<b>Job Title:</b> Admission Secretary	<b>Department:</b> Administration
<b>Reports to:</b> Principal	<b>Effective Date:</b> July 2025
<b>Location:</b> Ooty, TN, India	

**About Hebron:** Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

**Job Summary:** To connect with, and guide, prospective parents through the entire process of admissions until a place is secured in the school. Maintain, store and inform management and staff of student information, demographics, and roll numbers. Direct parents through the withdrawal process of each child.

### Responsibilities:

- Make connections with, and market the school to, prospective parents, external agencies and organisations, and brief them on the entire admissions process.
- Organise a school and a dorm tour.
- Collect all application documents from parents and check their validity.
- Organise admissions tests.
- Liaise with the heads of schools for admissions interviews and HoS reports.
- Schedule and conduct admissions meetings for the admissions (quorum) committee on a fortnightly basis from November 1st to the end of the school year.
- Send results of the admissions meeting to all parents from offered places, waitlisted, regret notices.
- Ensure all confirmed students are assigned to the correct dorms, boarding related consent forms are collected and information is stored and copies have been sent to the Head of Dorms.
- Notify prospective and existing parents of available scholarships and guide them through the process of applying while providing these updates to the accounts team.
- Maintain student number roll throughout the year, provide the line manager with all statistical information regarding admissions at all times.
- Maintain and update the student database with required information of each student current, joining and leaving.
- Inform all staff of new and leaving students of each semester and school year.
- Ensure all information related to admissions is up to date on the website.



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- Make sure the Admissions Policy is followed closely.
- Preparing school leaving certificates, preparing identity cards and other documents required for interschool sports.
- To ensure that all student details are maintained and updated on EMIS (Educational Management Information System) belonging to the Education department of Tamil Nadu government.

**Requirements:**

- An Undergraduate Degree in Communication, Administration or Office Management
- At least 2 years of experience in an administrative role
- Knowledge and skills with MS office specifically Excel
- Excellent written and verbal communication skills in English
- Competent Telephone skills
- Basic math skills.

**Preferences:**

- Previous experience as a school admissions secretary
- Proficient in Hindi or Tamil.

**Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional development and training.
- A supportive and collaborative work environment within a school community.

**How to apply:**

You can apply by visiting the vacancy page on our website and submitting the online application form. For more details, please contact, Human Resources, at [hr@hebronooty.org](mailto:hr@hebronooty.org)