



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Admissions Advisor



Welcome Message

Thank you for your interest in joining Queen Elizabeth's School, Gurugram. I am delighted you're exploring the possibility of becoming part of our extraordinary journey. At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best, but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact. We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual, regardless of background, is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Caroline Pendleton-Nash
CEO, Queen Elizabeth's Global Schools



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The School

At Queen Elizabeth's School, Gurugram, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able, and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





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The Opportunity

We are seeking an outstanding Admissions Advisor to support the enrolment journey at Queen Elizabeth's School, Gurugram. This is an exciting opportunity to play a key role in welcoming families into a prestigious British international school group known for its academic excellence and global outlook.

The ideal candidate will be a personable and detail-driven professional with experience in school admissions or client-facing roles within premium service environments. You will be responsible for guiding prospective families through every stage of the admissions process—from initial enquiry to confirmed enrolment—ensuring each interaction reflects the values and high standards of our group.

As a frontline representative of the school, you will play a vital role in shaping first impressions, supporting enrolment growth, and delivering an exceptional experience for all families considering Queen Elizabeth's School, Gurugram.

If you are passionate about working with people, take pride in delivering high-quality service, and thrive in a fast-paced, high-performance environment, we would be delighted to hear from you.

The Role

Job Title: **Admissions Advisor**
Reporting to: **Admissions Manager**

Admissions Process Management

- Serve as the first point of contact for all enquiries from prospective parents, providing accurate information about the school, curriculum, admissions process, and entry requirements.
- Manage the end-to-end admissions process, from initial enquiry and application submission to acceptance and enrolment.
- Schedule and coordinate school tours, open days, and assessments for prospective families, ensuring a welcoming and professional experience.
- Work closely with academic staff to organise entrance assessments, interviews, and offer decisions.
- Communicate admission decisions promptly and professionally, handling any follow-up queries from families.

Parent and Student Engagement

- Build strong relationships with prospective families, acting as a trusted advisor throughout the admissions journey.
- Provide personalised guidance to families on visa processing, regulatory registration, and any other documentation requirements.
- Offer insights into the school's academic programmes, facilities, and extracurricular activities to help families make informed decisions.

Data Management and Reporting

- Maintain accurate and up-to-date records of all inquiries, applications, and admissions in the school's Management Information System (MIS).
- Generate and analyse reports on admissions data, including inquiry trends, enrolment rates, and retention statistics.
- Assist with forecasting student numbers and preparing reports for leadership and regulatory bodies.



Compliance and Policies

- Ensure that all admissions processes comply with local regulations and the school's policies.
- Handle sensitive student and family information with professionalism and in compliance with data protection policies.

Marketing and Outreach

- Support the school's marketing team in promoting admissions events and initiatives, including school tours, open days, and parent engagement sessions.
- Represent the school at exhibitions, events, and fairs to attract prospective families and build the school's profile in the community.
- Provide feedback on marketing strategies based on parent enquiries and admissions trends.

Collaboration and Teamwork

- Work closely with other departments, including marketing, finance, and academic staff, to ensure a coordinated approach to admissions.
- Support retention efforts by maintaining strong relationships with current families and assisting with transition processes for existing students.

The Person

Qualifications and Experience

- Bachelor's Degree in Education, Business Administration, Marketing, or a related field.
- A minimum of 2-3 years of experience in admissions, customer service, or a related role, preferably in a school or educational setting.
- Familiarity with the Cambridge International Curriculum is an advantage.
- Experience working with diverse families in an international or multicultural environment.
- Proficiency in using Microsoft Office Suite, CRM systems, and school Management Information Systems (e.g., iSAMS or similar).
- Fluency in English is essential, and additional language skills (e.g., Arabic/Hindi/Russian/Japanese) are an advantage.

Personal Qualities

- An understanding of working in a multicultural environment and promoting inclusivity.
- Flexible and calm under pressure, with the ability to manage competing priorities.
- Customer service-oriented mindset, with a proactive and solutions-focused approach.

The Package

We believe that outstanding staff deserve outstanding support. Our compensation and benefits package reflects our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous, salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international school groups.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

Gratuity End-of-service gratuity provided in accordance with local labour law.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

The recruitment process will include a panel interview with members of the leadership team of Queen Elizabeth's School, Gurugram.

Candidates will be asked to discuss their vision for driving admissions excellence in a competitive international market.

Queen Elizabeth's Global Schools are an equal opportunities employer and are deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.



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*Some images within this document have been generated using Artificial Intelligence (AI).

*Opening and operations are subject to building completion and final approval from the Government of Haryana Education Department and Cambridge International Education.