



<急募>入学担当 【Senior Admissions Officer】 1869年創立・英国名門校グループの東京校

国際的な環境のスクール入学希望者対応～入学手続きまでを担う

Job Information

Hiring Company

[Malvern College Tokyo](#)

Job ID

1580023

Division

Admissions and Marketing team

Industry

Education

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - Other Areas, Kodaira-shi

Train Description

Chuo Line Rapid (Takao-Tokyo), Kokubunji Station

Salary

5 million yen ~ 6 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

8:30~17:15 (うち休憩 1 時間)

Holidays

週休2日 (原則土日)、年末年始休暇、有給休暇、病気休暇

Refreshed

May 1st, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Reporting line: Admissions and Marketing Manager

Effective date: Immediate

Job Purpose

To lead and deliver a high-quality, end-to-end admissions experience that reflects the standards and values of the College, while effectively promoting Malvern Excellence to prospective families. The role ensures professional, efficient, and strategically informed admissions operations, contributing to sustainable student recruitment, strong stakeholder relationships, and the continued growth and positioning of the College in a competitive market.

Main Duties and Responsibilities

- Lead and manage the full end-to-end admissions journey for prospective pupils and families, ensuring a seamless, professional, and reassuring experience from initial enquiry to enrolment.
- Serve as a key ambassador of the College, demonstrating a deep understanding of and ability to confidently articulate and promote the distinctive ethos and educational philosophy of Malvern Excellence to prospective families.
- Manage and process applications with accuracy and efficiency, preparing and issuing all formal admissions documentation in accordance with school policies and regulatory requirements.
- Plan, coordinate, and host Admissions events, including Open Days, school tours, presentations, and information seminars, ensuring that each event reflects the values, standards, and aspirations of the College.
- Oversee the daily operations of the Admissions Office, ensuring effective systems, high service standards, and close coordination across academic and operational teams to facilitate a smooth admissions process.
- Build and maintain strong relationships with prospective families, agents, and key stakeholders, providing timely, professional, and informative communication throughout.
- Monitor, compile, and analyse admissions data, trends, and market intelligence, preparing regular reports to inform strategic planning and student recruitment initiatives.
- Contribute to the development and continuous improvement of admissions strategies, processes, and customer experience in alignment with the College's growth objectives.
- Undertake other duties and ad-hoc responsibilities as assigned by the supervisor or senior leadership team.

※ この職務は、日々学生、保護者、教職員と密接に連携して行うため、リモートワークのオプションはありません。小平キャンパスで勤務する必要があります。

※ **Because this role works closely with students, parents, and faculty members on a day-to-day basis, there is no remote work options available. you will be required to work from our Kodaira Campus**

Required Skills**Position Requirements**

- Candidate must possess either
 - 3+ years of professional experience in Admissions with an educational institute (or Administration)
 - 5+ years of high service customer management in hospitality, luxury service, or premium relationship management)
 - An understanding of international school's sector or working in a similar role would be an advantage.
 - Possess full professional fluency in both English and Japanese (spoken and written).
 - Demonstrate a genuine passion for education and a warm, professional manner toward families and the public.
 - Maintain strong cultural intelligence and effective interpersonal communication skills.
 - Exhibit high proficiency in OA and PC skills, specifically in MS Word, Excel, and PowerPoint.
 - Operate with accuracy in data management with relational database application. (Admissions system experience is a plus)
 - Maintain organizational excellence and the ability to prioritize a high-volume workload.
 - Flexibility to work evenings and weekends for school events
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Company Description