

JOB DESCRIPTION

Job title: Temporary Admissions and Enrolment Administrator

Reporting to: Admissions and Advice Manager

Hourly rate: £9.00

Main responsibilities:

- Input internal progression and enrolment data accurately and quickly onto the college database.
- Assist the Admissions and Advice team during enrolment and guide applicants through the enrolment process.
- Assist the Admissions and Advice team with the filing of paperwork for applicants.
- Assist with student timetable changes.
- Undertake reception duties.

General:

- Undertake training and development activities relevant to the position.
- Cooperate with the college in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the college's equal opportunities policy.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Adhere to the college's procedures for safeguarding students.

Other Information

Contract/Hours: This is a temporary casual post. The work pattern will include some evening duties. You should be available to work Monday to Friday, from Monday 6th August 2018 until approximately the second week of September 2018.

Person Specification
Temporary Admissions and Enrolment Administrator

Criteria for Selection	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade A-C or equivalent or able to demonstrate this level of literacy and numeracy 	
Experience	<ul style="list-style-type: none"> Experience of administrative duties 	<ul style="list-style-type: none"> Experience of working within the education sector
Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills both oral and written Excellent attention to detail and high levels of accuracy Effective IT skills Ability to use own initiative Ability to maintain confidentiality and handle sensitive data appropriately Ability to organise and prioritise own workload Ability to work in a supportive and patient manner with students Ability to develop good working relationships with students and colleagues Ability to demonstrate a flexible approach to work and changing priorities 	
Other Requirements	<ul style="list-style-type: none"> Awareness and commitment to safeguarding, equality and diversity, and health and safety 	