

# BARTON PEVERIL COLLEGE

## Job Description

<b>Post Title:</b>	Administrator – Student Services
<b>Post responsible to:</b>	Office Manager – Student Services
<b>Salary:</b>	£17,350 - £18,400 (Band C)
<b>Job Purpose:</b>	To provide administrative support within a team which provides key administrative and reception services to the College.

### MAIN DUTIES AND RESPONSIBILITIES OF THE TEAM:

- To manage the process of online applications for 16-18 year old students, references, interviews, enrolment and any auditions required.
- To manage applications, references, interviews and enrolment for the small number of 18+ students.
- To manage and assess the applications by students for financial support.
- To manage student University applications (UCAS) and staff references for them.
- To organise and provide support for cross College functions such as: parents evenings, open evenings, careers and HE evenings, new parent events and taster days arrangements.
- To provide administrative support for the Assistant Principal (Student Progress and Wellbeing) and the Student Progress Advisers.
- To manage communications that relate to student attendance.
- To maintain the College Reception which includes visitors, telephone calls, email enquiries and post.

### KEY RESPONSIBILITIES OF ROLE:

#### UCAS

- To support progression on to university by providing administrative support for systems including UCAS Apply in a timely and efficient way.
- To collect and collate reference statements for all students leaving the College and to access them as necessary for university or employment requests.

#### Admissions

- To process and record applications for College and provide information to applicants as necessary.
- To work with the MIS team to ensure that student records are maintained appropriately and that correspondence relating to students is processed appropriately including the allocation of enrolment sessions and letters to students.

### Events

- To support the administration of cross-college events relating to student admissions, for example, Interview Sessions and Enrolment.
- To support the administration of cross-college events relating to marketing the College, for example, Open Evenings, Taster Days, and other events.

### Student Finance

- To process applications from students applying for financial support.
- Meeting with individual students, collecting evidence required for the application, and checking the student meets the qualifying criteria

### General

- To assist in the production and collation of materials and reports as requested from College Departments and external requests for confirmation of results or other information from students, schools, employers or universities.
- To support the administrative tasks of the Student Services and Reception team as set out in the team responsibilities section above.
- To act as a member of the Student Services Team and provide additional administrative support to others as directed by the Office Manager including the Student Progress Advisers and Assistant Principal (Student Progress and Wellbeing).
- To deal with any routine enquiries in person by students or the general public by letter, telephone or e-mail.
- To provide administration for College activities relating to the Duke of Edinburgh Award.
- To refer students to the relevant staff within the College to ensure that students are able to access all services, for example, Welfare, Counselling, Student Committee and Transport.
- To be willing to invigilate exams if required (full training would be given)
- To provide cover for staff absence in the Student Services and Reception Team.
- To undertake any other duties and projects as may be required to ensure the effective delivery of services to students.

Person Specification	Essential	Desirable	Method of assessment
EXPERIENCE			
Experience of working in an educational environment		√	A
Experience of working in an administrative role	√		A
First Aid qualification		√	A & I
Experience of working with applications for student bursary/finance		√	A & I
Previous experience of organising large events		√	A & I
KNOWLEDGE SKILLS & ABILITIES Knowledge of:			
Safeguarding and promoting the welfare of children and vulnerable adults		√	I

Competent knowledge of IT software such as Word and Excel	√		A
Excellent administration, planning and organisational skills	√		A & I
Ability to:			
Have a good all-round knowledge and experience of providing outstanding customer service	√		A & I
Have an ability to solve problems when they arise – using own initiative	√		A & I
Skills:			
Highly organised, accurate and attentive to detail	√		A & I
Good verbal and written communication skills with people of all levels	√		A & I
Be able to prioritise tasks in a logical and effective manner	√		A & I
Enthusiastic, flexible and have a creative approach to tasks	√		I
Self-motivated, proactive, approachable and capable of working with minimal supervision within a team	√		I
Reliable, trustworthy and committed to achieving the highest professional standards at all times	√		I
Special Requirements:			
Willing to provide support to evening and weekend events as required	√		I