



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description		
Job Title	Tier 4 Compliance Officer	
Responsible to	Director of Admissions	
Department	Admissions	
Purpose of job and primary objectives	<p>You will be joining an already successful and motivated team who manage the admissions process across all schools at Clifton College.</p> <p>The Tier 4 Compliance Officer is an operational role working across the school providing expert administration for the school in relation to the Home Office's Tier 4 Sponsor compliance requirements. The successful candidate will be able to demonstrate strong interpersonal skills, be articulate, numerate and show attention to detail. The ability to remain focussed in a busy office is of prime importance, together with being flexible in changing situations.</p> <p>The Tier 4 Compliance Officer works closely with other areas of the College, including School Offices, Senior Management Team and the Housemaster / Housemistress, in ensuring that both Tier 4 visa students and the College are compliant to the duties attached to the Tier 4 Sponsor Licence. Providing expert support and professional advice to the College as legislation changes occur.</p>	

	The loss of the College's Tier 4 Sponsor Licence would result in the College being unable to recruit international students.	
Duties	<p>KEY RESPONSIBILITIES</p> <p>Student data collation and reporting</p> <ul style="list-style-type: none"> • To ensure accurate data is captured and recorded in relation to international students on the student records system. Using a CRM system, google sheets and other IT solutions as they are adopted. Confidence in using a variety of systems as well as high levels of accuracy are required in this detailed operational role. • Working with our Data Team to regularly review the exception reports and run extracts to ensure that all students are compliant to the Home Office sponsor requirements. • To proactively report student activity in and outside of the College to ensure accurate, efficient and timely reporting of student data including failure to enrol, change of immigration circumstances and non-engagement (and any other areas of information that the Home Office may require) on the Sponsorship Management System. <p>Tier 4 Attendance Management</p> <ul style="list-style-type: none"> • To utilise the attendance management triggers for Tier 4 visa students and take appropriate action. Reviewing these processes regularly, alongside other colleagues to ensure we are audit ready. • The post holder will be required to communicate sensitively and confidentially with families to convey the risks of non-compliance to their visa. You will already have the confidence 	

	<p>and experience of working with customers professionally and with a high degree of accuracy.</p> <ul style="list-style-type: none"> • To provide support to academic and professional service teams, acting as a first point of contact and referral on attendance issues. • Respond to non-routine Tier 4 compliance queries which will result in compiling nonstandard correspondence. <p>Systems, processes and procedures</p> <ul style="list-style-type: none"> • Support the Admissions team with the implementation and operation of relevant policies, procedures and processes in relation to the College's Tier 4 Sponsor Licence and the responsibilities it entails. • Maintain a thorough knowledge of relevant College regulations, policies and systems in relation to Tier 4 Compliance. Highlighting potential changes to our working practices in a timely manner to the Director of Admissions. • To keep abreast of the changes in relation to the Home Office's Sponsor Guidance and relevant appendices. <p>Administrative Support</p> <ul style="list-style-type: none"> • To liaise closely with members of the Admissions / Data team to review existing exception reports as and when required to ensure that all necessary information, required by the Home Office, is captured and recorded correctly. • To ensure all necessary documents are collated and stored securely for Tier 4 audit purposes. • Work closely with relevant colleagues to ensure good alignment between policy, process and systems in relation to Tier 4 compliance duties. 	
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	<ul style="list-style-type: none"> • To collect Exeat Whereabouts forms for Tier 4 pupils, recording this appropriately and highlighting possible areas of concerns as required. • Ensure that all pupils files are accurate and up to date with the relevant documents. • Maintain the agency list for the College to ensure that agreements are up to date and that we are compliant with UKVI regulations. Ensure that all documents are compliant before issuance of CAS. • Be the ACL for the College and ensure that we are compliant in this area. <p>General</p> <ul style="list-style-type: none"> • To act as the College's AO (Authorising Officer) • Process CAS (extension) requests and send CAS statements to continuing students. • Support the census check process, send out timely reminders to students and ensure correct up-to-date data is entered into the student record system. • Support members of the team with internal and external Compliance audits. • Monitor all foreign pupils who are non-Tier 4 to ensure that their passports are in date and advise the families of requirements. Including monitoring British and EU passports for foreign nationals and expiry dates. Ensure that police registration is carried out where necessary. Including organising and running new pupil registrations at the start of September. • Implement new systems when required to help maintain the data that the College holds. • Ensure that Tier 1, Tier 2 and Tier 4 pupils are all compliant and that their visas and passports are in date. 	
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	<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff. <p>Professional Development</p> <ul style="list-style-type: none"> • Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	
Supervisory and managerial responsibilities	N/A	
Special working conditions	<p>Special working conditions This role would be ideally suited to someone who enjoys building strong relationships, is highly organised and thrives on a varied workload.</p> <ul style="list-style-type: none"> • Hours of work: 37.5 hours per week. As we develop our parent centred admissions team we are reviewing our office hours 	

	<p>according to operational need, therefore please assume a working day is between 08:00 to 18:00 working 37.5 hours per week within these times, as agreed in advance with your line manager.</p> <ul style="list-style-type: none"> In addition you will also be required to support Open Days across the academic year, dates will be advertised in advance on our school website. 	
Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Knowledge and Skills required	<p><u>Essential:</u></p> <ul style="list-style-type: none"> A proven track record of workload planning, strong administration and personal time management skills. Experience of working in an environment within a framework of compliance, adapting to changing legislation within a school / company setting. Tech savvy with excellent computer literacy skills and ability to learn new software systems and applications. Experience of using a CRM system, both for data entry and production of MI reports. Experience of reviewing internal systems in line with best practice, to develop new processes and practices. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> Previous experience of working in an environment that has regular outside audits and changing legislation in order to maintain compliance. Previous experience working within a school setting Familiarity with SIMS.NET and Google suite Experience of delivering on the job training within your own team. 	

Attitude and Personality	<ul style="list-style-type: none"> • Adaptable and resilient able to work well on your own, whilst being a strong team player with the ability to rise to the challenge of a complex environment. • Warm and professional manner, able to build positive relationships with internal and external customers. • An appetite to join a busy school community and embrace the opportunities within that, which sometimes requires working outside of office hours. 	
Special working conditions		

This job description is a brief and concise description of the above job.

Date: 10 July 2019

Prepared by: James Hills, Director of Admissions

Approved by:

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date