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**Post of**

**Admissions Officer**

 **(full time, term time only, plus 2 weeks)**



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**The closing date for this post is: Monday 6th December 2021**

**Interviews planned for: 16th and 17th December 2021**

**Only applications submitted on the College/My New Term application form will be considered.**

**SECTION A: Why we do what we do**

Firstly, I would like to thank you for your interest in this exciting opportunity to join Luton Sixth Form College, an inclusive college in the heart of its community. Our vision for the coming years is very clear; to be a college where all students are cared for and where standards are raised and lives transformed – this role is important in delivering this aim.

We are a specialist Sixth Form College, providing academic and general vocational education to more than 3,000 16 to 18 year olds in Luton. Established in September 1966, we are the oldest such institution in the country and we're also one of the largest. As a high-achieving Sixth Form College, our students attain excellent results nationally. This stunning achievement comes about through the careful emphasis we place on equipping our students to be effective independent learners. We want our students and staff to be curious about the world and ready to take their place in it. We are a busy, vibrant, exciting community of people who want to make a difference: it’s very much a half-way house between school and university or school and the world of work.

While we are justifiably proud of the progress made, we recognise there is still much work to be done. We want to ensure that there remains a place for a sixth form college like ours into the future and that all of our students make an important and distinct contribution, in terms of a very special student experience and the belief that they have the ability to be the best that they can be. We are grateful to the many staff and students who have helped us to get to where we are today. College leaders have carefully considered what we need to do in our relentless drive to achieve greatness by 2022. The result of this work is set out in two key strands of strategic development, with three underpinning strands. Our Strategic Plan talks about high quality classroom leadership, well-calibrated and articulated expectations, suitably skilled staff in charge of pivotal roles and much more. We accept that the plan is highly ambitious and challenging, however great things have never come from staying in comfort zones. Over the next few years, we will deal with change as we always have done, with common sense, pragmatism and staying focussed on our core business. We will continue to have a strong focus on getting the curriculum right and ensuring that support for teaching and learning improves outcomes for learners at all levels.

When we have successfully implemented what is contained in the plan, we will be a great college that is seen as one of the best in the country and in the top 10 of UK sixth form colleges - value added, retention, progression and staff & student satisfaction will show that we have worked hard and with integrity.

The College is financially sound and has been consistently graded as Outstanding with regard to financial management for several years. The annual income, of around £14 million, comes primarily from the Education and Skills Funding Agency. Funding is directly related to the number of students on roll and because numbers have increased fairly steadily in recent years, this has helped the College to remain relatively healthy financially during the ongoing period of reduction in national funding of post-16 education.

The College campus provides an excellent environment for learning. Students and staff report high levels of satisfaction with the facilities and the light, airy and well-designed spaces encourage students to behave in a way that causes visitors to comment that the College feels more like a university than a College.

As the oldest sixth form college in the country, we want to be sure that Luton Sixth Form College is making as significant a contribution to our community’s education as it has for every one of our preceding fifty years. If you feel the opportunity outlined in this booklet is one that excites and motivates you then we would be delighted to receive your application.

**Altaf Hussain**

**Principal & Chief Executive**

**SECTION B: COLLEGE LEADERSHIP STRUCTURE**

**SECTION C: The Luton Sixth Form College Family**

At Luton Sixth Form College we understand that our greatest asset is our staff. We want everyone who works at the College to enjoy working here and to develop their full potential.

Our core values are embedded in everything we do, they are encapsulated in the acronym **SMILE**

**Students:** as the focus for the work of everyone at the College

**Mutual respect:** caring for and valuing students, staff, governors and our community

**Integrity:** honesty, working hard, taking personal responsibility and promoting equity and fairness

**Learning:** a passion for learning and its capacity to change lives

**Excellence:** high aspirations, high standards and high achievement

The College is a friendly and very supportive place to work.  It’s a culturally diverse community reflecting the cosmopolitan nature of Luton. Staff employed at the College are highly qualified and committed and the overall turnover of staff is low. The College has a positive culture and provides staff with a healthy working environment. We have an enviable record of staff development and staff have a number of opportunities for career progression within the College.

As a new member of staff, we would encourage you to come to the College before taking up your post so that you can start to get your bearings, meet your colleagues and, of course, meet some of our students. When you officially take up your post you will have a supporter assigned to you who will show you around, introduce you to new people and make sure that you settle in quickly. Supporters are often people who are quite new to the College themselves so they can remember what questions they had when they started. Your supporter isn’t the only person who will show you the ropes. Your Line Manager will also meet with you to go over the expectations of your new post. It is very important to us that you feel a part of the College community very quickly.

At the College we understand that your support and development shouldn’t just stop at the end of your first week or your first month. We are all developing all of the time and we run a regular programme of training through professional development that is available to teachers and business services staff alike. Everyone who works at Luton Sixth Form College is involved in the development of our students irrespective of their role. We encourage you to develop new skills by attending external as well as internal training.

We encourage all of our staff to make the most of their time at the College. This might mean working out in the fitness studio or meeting new people by participating in social activities. You might want to play Badminton, Football or join colleagues at the Staff Book Group or Knitting Group.

A summary of some of the employment benefits of working at the College include:

* National conditions of service for teachers and business services staff.
* An unbroken record of implementing national pay awards.
* Generous pension schemes (TPA or LGPS, according to post).
* An induction programme for all new staff.
* An entitlement to staff development each year, including support for external activities and an extensive programme of in-house events.
* Good support systems for staff, including a staff counsellor.
* Free on-site parking.
* Well-resourced staff working areas, including access to specialist equipment, wherever required.
* An annual Performance Review scheme that identifies individual training and professional development needs.
* Policies and procedures, including for recruitment and selection, which are based on equality of opportunity.
* Effective communication systems; through Yammer, the staff intranet, pigeonholes, internet access, email for all and a staff voice forum.
* Outstanding learning resources, especially IT equipment.
* A staff lounge next to the Westside Restaurant and Café Bar.
* A sports hall and fitness suite available for staff use.

Overall, working at Luton Sixth Form College is exciting and rewarding and an opportunity to develop long and lasting friendships.

**SECTION D: JOB DESCRIPTION AND PERSON SPECIFICATION**

 JOB DESCRIPTION

**Job title:** Admissions Officer (Student Recruitment & Progression) (full time, term time only plus 2 weeks)

**Responsible to:** Student Admissions, Promotions and Customer Services Manager

**Job purpose:** To be responsible for the student admissions processes providing excellent customer service to school partners, applicants, parents and internal curriculum teams and to be the key point of contact from application to enrolment for new and continuing students underpinned by the provision of high quality administrative and clerical support.

1. **SPECIFIC RESPONSIBILITIES:**
2. To ensure that procedures are in place to meet internal progression and external recruitment targets, in particular to:
* Plan and manage workloads, ensuring that agreed response and turnaround times are being met and that decisions are communicated to applicants in a timely and accurate manner.
* Ensure consistency in the College’s selection procedures and offers to students.
* Ensure the timely and accurate updating of information for each stage of the student recruitment cycle.
* Ensure that the number of offers made does not fall short or exceed the set targets, and to alert management to any issues which may arise.
* Ensure effective and efficient operation of Enrolment processes and procedures.
* Undertake the initial assessment of applications for all prospective students including to determine eligibility of international student applications, as required.
1. To visit schools and other relevant providers and promote the College by providing high quality presentations, information, advice and guidance to prospective students.
2. To co-ordinate and support key marketing and public relations activities (e.g. Enrolment, Open Evenings and Year 11 Transition Sessions).
3. To plan and organise the College’s keep warm activities for students from enquiry to graduation.
4. To support and develop internal campaigns, projects and promotions as appropriate on behalf of curriculum and business support colleagues.
5. Monitor the college website and ensure information and content relevant to admissions and recruitment is current.
6. To ensure own understanding of policy changes affecting applicants (e.g. financial regulations, disability legislation, educational developments).
7. To ensure own and team’s understanding of the various admissions processes and the College’s course provision in order to answer enquiries from prospective applicants, parents, high school staff, current students and staff, in particular, giving advice and guidance on entry qualifications.
8. To advise and brief the college interview team and other staff in terms of policy and procedures and ensure compliance of decision-making processes with the policies of the institution, acting as a source of specialist knowledge for colleagues in relation to the admissions process, entry requirements, regulatory body standards and requirements.
9. To make a positive contribution to the on-going review and development of the Admissions policy, processes and procedures, including responding to customer service requests to initiate changes to processes and be proactive in the review and modification of service delivery.
10. To maintain records, produce reports and provide relevant management information and statistical data for inclusion in reports to the Senior Leadership Team and the Corporation.
11. To assist and carry out other duties that may arise in support of the Student Services department.
12. **GENERAL RESPONSIBILITIES OF ALL STAFF**

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with College policies and procedures particularly the Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College internally and in the local community.
5. Contribute to the management of students and visitors throughout the College.
6. Use IT where appropriate and develop IT skills.
7. Liaise with other departments/faculties and members of staff as appropriate.
8. Participate in College events as required.
9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

**PERSON SPECIFICATION**

The College regards the following as important criteria and will look for evidence of a candidate’s ability to meet as many of these as possible.

1. **QUALIFICATIONS**
2. General education to a minimum of Level 3 or equivalent.
3. Qualified by relevant experience.
4. **EXPERIENCE**
5. Experience of providing high quality customer service and using customer service strategies and techniques in meeting key targets.
6. Experience of providing highly effective and efficient administrative and clerical support using various IT packages, databases and spreadsheets.
7. Experience of providing information, advice and guidance to a wide range of people, in particular to prospective and existing students, college and school staff, parents and other key users.
8. Experience of working with students in the 16-19 age range. Sixth form college experience would be advantageous.
9. A demonstrable record of success in previous roles.
10. **KNOWLEDGE AND AWARENESS**
11. Good knowledge of the 14-19-year curriculum.
12. Clear understanding of safeguarding processes and procedures.
13. Understanding of issues relating to equality, diversity, health & safety and the safeguarding of young people.
14. **SKILLS**
15. Excellent project management and information gathering skills, in particular the ability to find, absorb and critically assess complex information.
16. Excellent numeracy and data handling skills, to be able to interpret and analyse data to identify strengths, weaknesses and priorities for continuous improvement.
17. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues
18. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
19. Innovative, resourceful, creative and open to change with the ability to achieve the highest levels of quality and performance.
20. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
21. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, Powerpoint and Outlook, and any other relevant software/database)
22. An ability to take responsibility for several challenging tasks, cope effectively with a high workload and many priorities, whilst keeping calm, maintaining an attention to detail and seeing these through to completion within agreed timescales.
23. **PERSONAL QUALITIES**
24. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
25. High levels of emotional resilience, positivity and drive.
26. Strong intellectual powers and the ability to be reflective.
27. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.
28. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
29. To work collaboratively and constructively as a member of a team and to support colleagues as required.
30. A proactive approach demonstrating an openness to change.
31. The suitability to work with children.
32. A commitment to the College’s values and a shared responsibility to achieving greatness by 2022.
33. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
34. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
35. A commitment to continuing professional development.
36. A commitment to equality of opportunity.

**Luton Sixth Form College is an equal opportunities employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**PAY AND CONDITIONS:**

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| --- | --- |
| SALARY: | **Sixth Form Colleges’ Support Staff Pay Spine point 32, £24,670 rising to point 35, £27,208 with annual increments based on service and performance related criteria, (This is the pro rated equivalent of the full-time scale, £27,296 - £30,105**  |
| **HOURS:** | Working 37 hours per week Monday to Friday between the hours of 8am and 4pm, term time only for 39 weeks, with an additional two weeks to be agreed each year, ensuring annual events, enrolment and recruitment activities are covered. A degree of flexibility and some evening working is required. |
| **START DATE:** | January 2022 |
| **DISCLOSURE:** | The College will seek disclosure information from the Disclosure and Barring Service. |
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**Closing date for completed applications: Monday 6th December 2021 at 9.00am**

**Interviews planned for: 16th and 17th December 2021**

**SECTION E: IMPORTANT INFORMATION**

1. **Application Form**

 Only applications submitted on the College application form will be considered for selection purposes as this will be the source document used during the shortlisting process. Please complete each section of the application form, even if you repeat some of the information in a letter. All sections of the application form will expand to accommodate your text, and continuation sheets are provided at the end of the form, should you require them.

 Any contract of employment that is issued by the College will be on the basis that all information supplied is accurate and that material facts have not been omitted.

1. **Supporting Statement**

 You are asked to submit a supporting statement about your suitability for the post to accompany your application form.

1. **Career Gaps**

 If you have had any gaps or breaks in your career please explain these in the relevant section on the application form.

1. **Relatives**If you are related to or connected with any member of the Corporation (Governing Body) or staff of the College please record this in the appropriate section on the application form.
2. **References**References that are deemed to be satisfactory by the College are a condition of any offer of employment.  Some key information in relation to references is identified below.
* You are required to provide two professional work references.
* One reference should be from your current or most recent employer.
* References should be from a direct line manager or a central person within that organisation (eg, HR Department or the Head of the organisation).
* In the event we have been unable to obtain a response to our reference request from a direct contact within an organisation, we will endeavour to obtain the required reference by contacting the HR Department or main office.
* We are not able to accept two references from different individuals working in the same organisation.
* In the event that two previous employers do not exist (eg, an individual has only worked in one organisation) then a second reference can be in the form of an official personal character reference  from an organisation such as a voluntary organisation, community group or the applicant’s most recent education provider.
* If there are special circumstances, and you mark **one** of the appropriate boxes, we will delay contact with the referee until after the interview if we wish to consider you further for employment.  If you have any personal connection with any of your referees, you are required to disclose it.
1. **Safeguarding**

 If you are successful in your application you will also be required to complete a Disclosure form which will enable the relevant checks to be made including a check with the Disclosure and Barring Service on any criminal background.  The College complies with the DBS Code of Practice (available on the DBS website) and undertakes to treat all applicants fairly. As a result, a previous conviction will not necessarily prevent your appointment to the College.  Applicants are required to note any relevant information either in the application form or in a separate note. Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

1. **Equal Opportunities**

The College is committed to a policy of Equal Opportunities to ensure that all candidates for employment are treated fairly. Applications are welcomed from all sections of the community. As part of our monitoring responsibilities, we request information which will be used to measure our progress towards widening the diversity amongst our workforce and will only be published as anonymous statistics. The information provided will not be made available to the shortlisting or interviewing panel.

1. **Certification**You will be required to provide original proof of your identity, right to work, any documents required for safeguarding purposes and qualifications. Please note that receipt of these documents by the College is a condition of the offer of employment.
2. **Closing Date and Interviews**

 The closing date is specified within the details about the post.  A short listing panel will meet as soon as practical after the closing date to select candidates that will be invited to interview, if appropriate. If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful.

1. **Postage**

The College encourages applicants to submit their completed forms online. However if you are **posting your forms, please ensure they are sent to the address below with the correct postage paid** and are posted in good time for receipt by the College by the closing date. Applications received after the closing date will not be considered by the College.

**Human Resources Department**

**Luton Sixth Form College**

**Bradgers Hill Road**

**Luton**

**LU2 7EW**

If you need additional information please refer to the College website on [www.lutonsfc.ac.uk](http://www.lutonsfc.ac.uk). However, if have any specific questions or require reasonable adjustments please do not hesitate to contact the HR Department on 01582 432563.

**SECTION F: PRIVACY NOTICE FOR APPLICANTS**

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| Luton Sixth Form CollegePrivacy Notice for Applicants  |  | C:\Users\sdk\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Data Protection 5.png |

This document is designed to provide information about the data the College holds on you, as required by the Data Protection Act 2018.

The College has a legitimate interest in processing personal data during the recruitment and selection process and for keeping these records. Processing data from job applicants allows the College to manage, process, assess and confirm a candidate’s suitability for employment and to determine the successful candidate.

**Who we are**

* The **Data Controller** of personal information about you is Luton Sixth Form College, Bradgers Hill Road, Luton, Bedfordshire, LU2 7EW. This means that we are responsible for deciding how we hold and use personal information about you. We are required to tell you what personal data we collect and how we use it.
* Our **Data Protection Officer** is Steve Kelby, Director of Information and Technical Services.

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer via the College email college@lutonsfc.ac.uk

**The information that you give us**

When you apply for employment or work at the College, we may collect your personal details, including but not limited to the following:

* Your name, address and contact details
* Your employment history including your current remuneration
* Details of your education, qualifications and professional membership with registration numbers
* Details of recent Professional Development and Training
* Supporting Statement and any other correspondence you have sent to us
* Details of relations or connections with the College
* Information about your entitlement to work in the UK
* Criminal Records Information
* Details of referees and information received from them
* Performance on a variety of assessment methods
* Equal opportunities monitoring information

The College collects data in a variety of ways, including on our application and monitoring forms, information obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (e.g. online tests).

The College also processes special categories of data from the Monitoring Form for equal opportunities monitoring purposes. As a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories. In addition, we may process information about an applicant’s disability status to make reasonable adjustments (if required) and carry out our obligations.

The College is required to seek information about criminal convictions and offences. We do so because it is necessary for us to carry out our legal obligations to determine an applicant’s suitability to work with our young people.

**The legal basis on which we collect and use your personal information**

By completing and signing your application form and monitoring form, you are entering into a contract with the College to process your application in preparation for the possibility of you being employed or provided work by the College. The great majority of this data is an essential part of our contract, so we do not require specific separate consent from you.

Where the information provided is a special category personal information (e.g. medical information) we will process it because there is a legal requirement for us to collect it, or because it is in the vital interests of you and/or the College.

As noted above, as a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories.

**The uses made of your personal information**

We will use your information to manage and administer your application. This will include communicating with you, pre-employment checks, checking that we will be able to offer any special support you need and deciding whether we are able to offer you a post at the College.

**How long we keep your personal information**

The details of how we keep applicant data is outlined in the College Data Retention Schedule. In general terms, if you complete an application form, the College will hold your data on file for 12 months after the successful applicant commences employment. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, the personal data gathered during the recruitment and selection process will be transferred to our core HR/Payroll system and your Personnel File and retained during your employment or work with the College. The details relating to the retention of these records will be provided to you in the Privacy Notice for Staff.

**How we share your personal information**

At application stage, we will share data with any third-party organisations (such as FE Jobs) who process your application on our behalf, as data processor. We will also communicate with your referees and will seek information from background checks and criminal record check providers, as required to process your application.

Your information may be shared internally for the purposes of the recruitment and selection process. This includes members of the HR team and other staff across the College, as appropriate.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the College during the recruitment and selection process. However, if you do not provide the information, the College may not be able to process your application properly or at all, due to insufficient essential information required to determine whether a candidate meets the criteria outlined in the person specification.

**Data security**

The College has extensive security systems and procedures to ensure that your data is kept safe and that only authorised users can access it.

**Your rights over your personal information**

You have several rights over your personal information, which are:

* the right to ask us what personal information about you we are holding and to have access to this personal information.
* the right to ask us to correct any errors in your personal information.
* the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information.
* the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information.
* the right, in certain circumstances, to ask us to review and explain our legitimate interests to you.
* the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.
* the right to make a complaint to the Information Commissioner’s Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO’s website for further information about this (<https://ico.org.uk/>)

Please note that the College does not carry out Automated Decision Making or Profiling in relation to its applicants or employees.

**Changes to our privacy notice**

We keep our privacy notices under regular review. Any significant changes we make to our privacy policy will be updated on the College website.



Bradgers Hill Road, Luton LU2 7EW

Tel: 01582 877500

HR Direct dial: 01582 432560

Fax: 01582 877501

## Email: college@lutonsfc.ac.uk

Website: www.lutonsfc.ac.uk