



# STAFF VACANCY

## ADMISSIONS ASSISTANT

TO COMMENCE AS SOON AS POSSIBLE



### Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values. We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



**Holy Cross College**  
*Catholic Sixth Form College  
and University Centre*

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Principal Ms C Vitti

May 2025

Dear Applicant,

Thank you for your interest in the advertised post of Admissions Assistant at Holy Cross College, Bury.

As a Catholic College for the community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" for some judgements and "Outstanding" for others, including Behaviour & Attitudes, Personal Development and provision for High Needs students.

We see our students as unique individuals and we do all that we can to encourage them to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre with two partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by email only) **by 8.00am on Monday 2<sup>nd</sup> June 2025**. Interviews will take place on Monday 9<sup>th</sup> June 2025.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti

**Principal**

## **Background Information**

The team has a well-established track record of high-quality marketing and communications, resulting in many years of successful admissions. Working alongside the full-time Communications and Admissions Manager, the Admissions Assistant is pivotal in the smooth running of all admissions' processes and events. In a similar way, the Marketing Co-ordinator works with the manager on all marketing matters. There are also a small number of additional hours from the College Administration Team feeding into the team on a weekly basis. Key events throughout the academic year provide a structure for the recruitment of students, with sensitive and clear communications with all stakeholders, including prospective and current students, parents/carers and colleagues in partner high schools being at the heart of all of these processes.

High school liaison talks and careers' events take place throughout the first term of the academic year, coinciding with the opening of the application window. Applications are supported by well attended college Open Events in October. All applicants are interviewed during November, December and January, leading to offers in February, New Students' Day in June and ultimately enrolment in August/September at the beginning of the next academic year. We also hold marketing events for high school students before they reach Year 11. Marketing of all college events both internally and externally is a crucial aspect of the team's work, including the College website, on-site screens, press and social media. This work is underpinned by highly effective and efficient admissions processes and communications, supported by the College's bespoke, in-house Information Systems. As an essential part of a creative and well organised team, the successful candidate will build upon the current successes and bring new ideas and ways of working to the role.



## Job Description

### **JOB TITLE:**

**Admissions Assistant**

### **PURPOSE:**

To provide administrative support in the areas of Communications and Admissions.

### **REPORTING TO:**

Communications and Admissions Manager

### **LIASING WITH:**

Communications and Admissions Manager, MIS Manager, Assistant Principals, Curriculum Leaders/Subject Leads, Student Services, Learning Support.

### **SALARY/GRADE**

Point 10 - 11 of the Support Staff Salary Spine (£26,666 - £27,532 FTE / £22,836 - £23,680 actual pro-rata).

### **HOURS OF WORK:**

36.25 hours per week for 195 days per annum to include:

- Five student Interview Evenings
- Two Open Events – one Saturday morning, one Monday evening
- Responding to some enquiries over the College Summer break (to be agreed with the Communications and Admissions Manager)

### **MAIN DUTIES:**

#### **Operational/Strategic**

- To administer Open Evenings, including:
  - producing and distributing letters of invitation to partner schools;
  - setting up of event online using Eventbrite;
  - producing and distributing publicity;
  - producing visitor information, including subject leaflets/entry requirements/general information on how to apply cards - liaising with Curriculum Leaders for subject content. Liaising with designer/printer to ensure delivery in time for event.
  - producing internal signs;
  - attendance at Open Events by arrangement.
- To administer the organisation of High School Talks, by:
  - sending letters to high schools and providing lists of students who have enrolled/left college from relevant high school, including destination data;
  - producing PowerPoint presentation;
  - to support the production of Market Research material.
- To administer the Application process, including:
  - acknowledging Applications and amending Application forms
  - liaising with Learning Support/Pastoral teams to ensure Application form is updated before going live;
  - liaising with IT Development Officer to ensure updates are in place;
  - dealing with Application enquiries, both by email and telephone;
  - updating statistical spreadsheets.
  - requesting references from High Schools:
  - providing data from references to Safeguarding Officer & Learning Support to aid transition.
- To administer the Interview process, by:
  - requesting staff choices and inputting onto Interview system;

- arranging Interviews for all applicants;
  - developing and updating the online information provided for interviewees (using Microsoft Sway);
  - sending out invitation emails/texts to students and parents;
  - producing and updating materials for staff to use during online Interviews;
  - inputting changes to courses after Interview;
  - providing data from the Interviews to Safeguarding Officer & Learning Support to aid transition.
  - attendance at Interview Evenings by arrangement.
- To administer Offers by:
    - providing statistical information to help inform decisions on Offers to be made;
    - updating the online information provided to students with their Offer (using Microsoft Sway);
    - sending out Offer letters/texts/emails to students;
    - ensuring Admissions portal is updated – liaise with IT Development Officer;
    - dealing with queries relating to Offers, both by email and telephone;
    - sharing Offer information with partner high schools.
- To administer New Students' Day by:
    - sending emails/text of invitation to students/parents;
    - developing and updating the online information provided to attendees (using Microsoft Sway);
    - liaising with Timetable Manager to produce timetables by providing relevant reports;
    - designing and producing material for staff use;
    - designing and producing material for students;
    - assisting students and dealing with queries on the day.
- To administer the Enrolment process, by:
    - allocating Enrolment dates/times using Enrolment system;
    - sending email/text invitations to students/parents;
    - developing and updating the online information provided to attendees (using Microsoft Sway);
    - supporting development and updating of Enrolment screens on the system;
    - producing information for staff and students;
    - assisting students and staff during Enrolment days;
    - co-ordinating late enrollers;
    - liaising with Assistant Principal (Students) to administer the allocation of appointment times for students who have left college with intentions of returning.
    - liaising with Assistant Principal (Students) to administer the allocation of appointment times for current Progression students who are returning.
    - fully enrolling late enrollers.
- L2 Progression students:
    - liaising with Assistant Principal (Students)/Senior Pastoral Leads (SPLs)/Progress Tutors (PTs) to update L2 Progression application;
    - send information to L2 Progression students on how to apply;
    - update Offer materials;
    - send Offer letters to students;
    - provide statistical information to SPLs/PTs.
  - To assist with producing the College prospectus, by:
    - liaising with relevant staff to collate content;
    - providing copies of materials for the designer (Microsoft Word);
    - assisting in its distribution; working closely with the designer and related agencies (eg printers).
- To design, produce and distribute market research documents – such as surveys – and provide information resulting from them (the responsibility for the content is that of the Communications and Admissions Manager).

## Quality Assurance

- To ensure that all activities follow College policies.
- To ensure the effective operation of quality assurance systems in the Communications and Admissions area.
- To assist in the production of a Self-Assessment Report (SAR) for the area.

## **Management Information and Administration**

- To manage the maintenance of up-to-date records for the Admissions area to include maintenance of high school talks and other event details.
- To be responsible for the collation of relevant management information including statistics, lists, reports etc, as required (e.g. to SLT, Pastoral Team & Learning Support etc)
- To maintain and develop the 'Procedures' folder for the Admissions area, including instructional 'how to' sheets.
- Liaison with MIS Team in the development of reports to ensure Admissions data and reports are accurate and comprehensive.
- To produce online information pages – including using Microsoft Sway – for relevant aspects of the Admissions process (see above).
- Update National Careers Database annually.
- Collate reports of Offers/Applications to Bury Local Authority as requested.
- Collate reports of Offers/Applications to high schools as requested.

## **Staffing**

- Staff Development:
  - To take part in staff development as appropriate.
  - To take part in the College's Professional Development Review (PDR) Process.
  - To contribute towards the staff development of other staff as appropriate.
  - To contribute towards the induction of new staff as appropriate.
- Deployment of Staff:
  - To work as part of a team and to ensure effective working relations.

## **Communications**

- To ensure that information concerning the Admissions area is available to all relevant parties.
- To design, produce and distribute various documents from material provided by staff using Microsoft Sway/Adobe Creative Suite/Canva. Examples of documents include: Microsoft Sway pages for various events, College Booklet used during talks/careers events, postcards issued with Offers/in recognition of accepting Offers.
- Updating the College website as necessary.

## **General**

- To undertake any other duties of a reasonable nature as requested by the Principal or their designated alternate.



## Person Specification

|                                 | Essential   | Desirable  |
|---------------------------------|---|--|
| <b>Personal</b>                 | <ul style="list-style-type: none"> <li>Enhanced Disclosure Clearance by Disclosure &amp; Barring Service.</li> <li>Medical Clearance.</li> </ul> <p><b>Note: both of the above would be following an initial offer of appointment.</b></p> <ul style="list-style-type: none"> <li>Two satisfactory references.</li> <li>Excellent record of attendance (subject to the requirements of the Equality Act).</li> <li>Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK).</li> <li>Other relevant checks in line with Keeping Children Safe in Education guidance.</li> </ul> |  |
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>GCSE Grade 9 – 4, or equivalent, in Mathematics and English Language.</li> <li>Qualifications at Level 3 (A Level, BTEC or equivalent).</li> <li>Willingness to undertake appropriate safeguarding training, should this not already be in place.</li> <li>Willingness to undertake further training and development as required.</li> </ul>   | <ul style="list-style-type: none"> <li>Degree (or equivalent level qualification) in a relevant area.</li> </ul>   |
| <b>Experience and Knowledge</b> | <ul style="list-style-type: none"> <li>Experience of working with information, accurate data input and an attention to detail.</li> <li>Experience of professional customer service/communication or similar, via phone, email etc.</li> <li>Experience of working in a busy environment with the ability to respond positively to challenges.</li> <li>Experience of working successfully in a team environment whilst managing own workload and keeping to strict deadlines.</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of working with young people.</li> <li>Experience of administration of large-scale events, including liaison with outside agencies.</li> <li>Knowledge of the student recruitment processes in schools and/or colleges.</li> </ul> |
| <b>Skills and qualities</b>     | <ul style="list-style-type: none"> <li>Commitment to the values and ethos of the College.</li> <li>Proficient with standard office IT packages.</li> </ul>  |  |

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|  | <ul style="list-style-type: none"><li>• Highly organised.</li><li>• Ability to work accurately under time pressure.</li><li>• Ability to interpret present information, appropriate to the audience.</li><li>• A positive outlook.</li><li>• A commitment to the continuous development of own skills, supported by appropriate CPD.</li></ul> |  |
|--|--|--|





## General College Information

### Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

### How well do our students achieve?

The 2024 exam results indicate:

Pass rate at A level is 98%

11 students achieved at least 4 A\*/A grades at A Level (including EPQ)

479 individual A\*/A grades achieved

1090 individual A\* - B grades (high grades) achieved in total

Pass rate for Level 3 BTEC Extended Certificate is 100%

95% high grades across all subjects (DS\*, DS and M)

Pass rate for Level 3 BTEC Extended Diploma is 100%

100% high grades (DS\*, DS and M)

For BTEC Level 3 qualifications, 129 individual DS\*/DS grades were achieved

205 DS\*, DS and M grades earned in total by our students

Strong Value Added scores for A Level and Vocational Courses

## **Past and Present**

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

## **Music and Drama**

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Misérables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

## **Sport**

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

## **Religious Education**

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

## **Chaplaincy**

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

## **Caring for our Students**

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

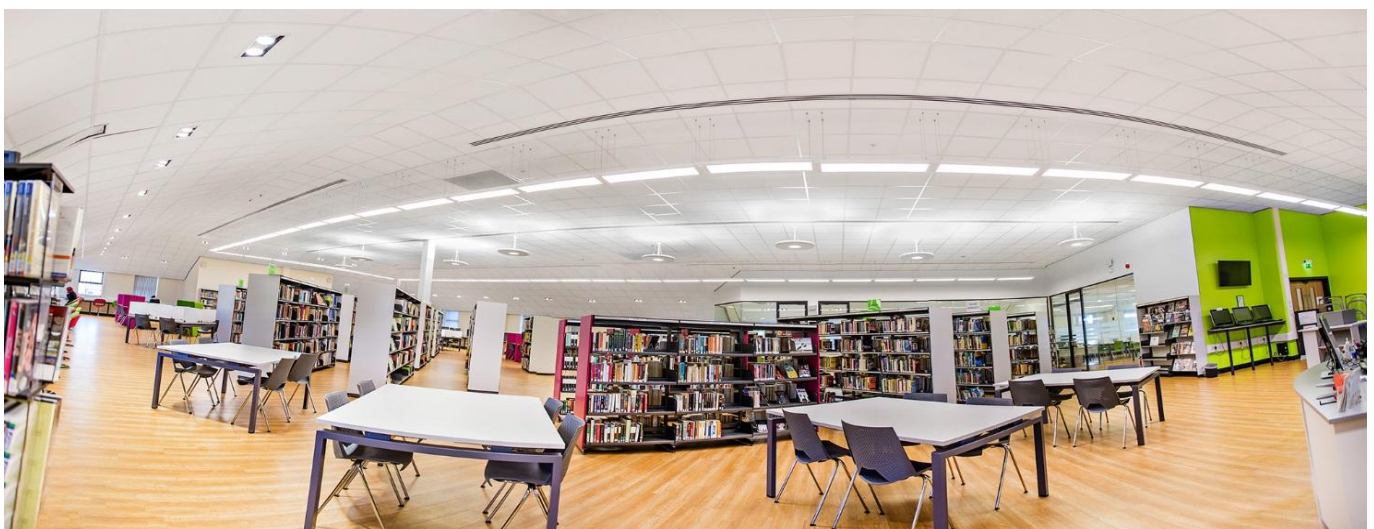
Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

## **Private Study**

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



## **Parents/Carers**

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

### **College Structure**

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

### **University Centre**

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

### **Unions**

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

### **Miscellaneous**

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>