

**POST TITLE:** GRADUATE TRAINEE – HE  
(FIXED TERM FOR ONE YEAR, IN THE FIRST INSTANCE)

**POST NUMBER:** WREQ2173

**GRADE:** GRADUATE TRAINEE

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## **JOB PURPOSE**

As Graduate Trainee – Higher Education (HE), you will work within the HE Directorate, part of the HE Academic Registry Team (HEART), undertaking a range of roles to support the growth of University Centre Weston (UCW).

As post-holder, your particular focus will be to work within a busy team to support the processing of applications to UCW, along with attending events to promote UCW and provide information, advice, and guidance upon the range of courses available.

## **KEY TASKS AND DUTIES**

As post-holder, you will be responsible to the HE Assistant Director of Academic Registry, working within the HEART, for the following:

- Undertaking general clerical duties, including dealing with enquiries, minute taking, filing, accurate data entry, and record keeping.
- Providing information, advice, and guidance (IAG) regarding HE programmes at UCW, entry criteria, selection processes, and financial support to students, potential applicants, and their families.
- Representing the College at UCAS conventions, open evenings, and other careers / HE events.
- Working with the College Progression Team (ASPECT) to deliver tutorials and maximise internal progression.
- Under the direction of the HE Assistant Director of Academic Registry and the HE Admissions Officer, administering the admissions for HE students, including:



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- Creating student records for UCAS applicants on internal systems, ensuring the smooth transition from applicant to student.
- Screening applications to establish if entry requirements have been met.
- Ensuring applications are processed in a timely fashion and UCAS deadlines are adhered to.
- Communicating with staff internally and at partner universities.
- Providing key application data and management reports.
- Alongside the Widening Participation and Recruitment Officer, supporting the delivery of widening participation activities, including the Year 6 Professor Fluffy Project and Year 8 / 9 Planning Your Future Days.
- Supporting the organisation of Open Days / Orientation Days, enabling potential applicants to visit the institution.
- Assisting potential applicants with their UCAS applications.
- Supporting interviews / Audition Days for applicants.
- Contributing to subject specific Orientation Days for students who have been made an offer of a place to study at the College.
- Contributing and supporting the student selection process, when required, including delivering presentations, liaising with parents on the day, positively selling the Weston College HE (University Centre Weston) provision, and ensuring relevant literature is available to applicants.

## **GENERAL TASKS AND DUTIES**

In addition to the requirements of the post above, all members of the team are responsible for the following:

- Completing all associated organisational and administrative work.
- Participating in both internal and external staff development, as appropriate.



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- Adhering to all Weston College policies and protocol.
- Being prepared to operate on a flexible year, as required. Members of the team will be expected to work out of normal working hours, as required by the role.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the University Centre's Health and Safety procedures.
- Complying with Information Security requirements, in line with UCW policy.
- Undertaking such duties as may be reasonably required, commensurate with the grade of the appointment.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with UCW on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to UCW's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in UCW's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## CONDITIONS OF SERVICE

UCW's standard Contract of Service for support staff applies.

## **SALARY**

Graduate Trainee: £16,551.00 per annum.

## **HOURS**

Hours of attendance: Full time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and centre closures.

*UCW reserves the right to direct up to five days of your annual year entitlement for efficiency purposes.*

**UCW is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of UCW).</i>	✓	
Relevant Degree-level qualification.	✓	
Excellent communicator with a high level of interpersonal skills.	✓	
Computer literacy, including use of Access databases and Excel spreadsheets.	✓	
Experience of working within administration, admissions, recruitment, widening participation, and / or marketing within a HE environment.		✓
Understanding of the HE sector, including: <ul style="list-style-type: none"> <li>• Admissions.</li> <li>• UCAS process.</li> <li>• Funding.</li> </ul>		✓
Qualification / experience in Information, Advice, and Guidance (IAG).		✓
Experience of event management and organisation.		✓
Strong teamwork skills.	✓	
Excellent time-management and organisational skills: The ability to plan ahead, manage multiple deadlines, prioritise workloads, and respond to planned and <i>ad hoc</i> demands.	✓	
Highly motivated, setting and achieving high standards for self.	✓	
Reliable, and committed to quality assurance.	✓	
Evidence of proactivity in the workplace, and the ability to embrace and adapt to change to bring about continued improvements.	✓	