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# **Job Description**

# **Job Title:** Senior Officer: Admissions

**Responsible To:** Assistant Principal: Student Recruitment

**Job Purpose:** To lead and manage the cross college Admissions service from initial application to enrolment.

## Principal Responsibilities

1. To lead and manage the delivery of the cross college Admissions function and identify issues and trends which may have an impact across the Group of Colleges;
2. To lead, manage and promote the recruitment process through to enrolment;
3. To work closely with secondary schools throughout the NPT and Powys areas;
4. To lead and manage the work of the Admissions Officer(s) to ensure consistency across all of the Colleges;
5. To lead and manage the administration and organisation of the schools liaison programme alongside the School Engagement Officer;
6. To ensure that data is communicated appropriately and integrated into the required management information systems;
7. To liaise with external and internal agencies to ensure that the Admissions function is efficient and effective;
8. To organise the interview schedule for student applications, through collaborative working with Heads of Schools and the Student Support Services team;
9. To be part of the school liaison team visiting schools and assisting in school presentations where appropriate;
10. To manage the processing of student applications and run weekly application reports to monitor progress and feedback to Heads of School and Assistant Principal: Student Recruitment and to work with the Heads of School based on the information in the weekly reports;
11. To provide analysis of and report on student application data;
12. To liaise closely with marketing regarding the updating and maintaining of the literature required for learner admissions;
13. To administer and co-ordinate the UCAS and HE application and admissions system;
14. To support and administer applications from international students;
15. To contribute to the planning and development of the College admissions function through Prospect to ensure student recruitment.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To play an active role in Quality;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To adhere to all College policies and procedures;
7. To undertake professional development as required;
8. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.