

JOB DESCRIPTION

Admissions Administrator (maternity cover)

JOB PURPOSE

The Admissions Administrator will provide administrative support for all aspects of admissions process, working closely with the Head of Admissions and Admissions Coordinator (marketing) to ensure the effective and efficient implementation of college admissions procedures. This role also requires the post holder to work flexibly across a range of functions with some work being undertaken outside normal college working hours (primarily some evening work).

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

The post-holder will:

1. provide a first point of contact for applicants, their parents and other stakeholders seeking advice about the admissions process as well as programme and career advice.
2. lead on the administration for all student applications, including maintaining up to date and accurate student data within college applications systems.
3. maintain and develop excellent working relationships with staff at all levels to ensure the smooth running of events involving staff from multiple areas of the college.
4. lead on the administration for all events directly linked to the student application and admissions process.
5. be highly involved with the organisation of other events such as open events and College Orientation Days.
6. administer communications regarding applications including offer decision letters and the appeals process documentation and play a central role in the 'keeping warm' process with monthly updates to applicants.
7. work as part of a team, helping develop processes and procedures to enable continuous improvement in admissions and liaise with Registry to update student alerts during the application process.
8. offer high quality advice and guidance when dealing with students and their parents.

9. participate in decisions regarding applicants.
10. when required, attend post-16 events to support the work of the Director of Admission.
11. assist in collating college transport requests from applicants

GENERAL RESPONSIBILITIES

1. Participate in training and team development activities, to update knowledge and skills.
2. Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
3. Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
4. To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
5. Take part in the college's staff appraisal and performance management cycles as appropriate.
6. To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

ADDITIONAL INFORMATION

1. The post holder will report to the Head of Admissions and will be part of the Admissions team which consists of the Head of Admissions, Admissions Coordinator (marketing) and Admissions Administrator.
2. Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grade 11 – 15 (currently £22761 - £25638).
3. This is a fixed-term, full-time, all year-round post, subject to the conditions of service handbook of the Sixth Form Colleges Association.
4. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

5. Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person specification: Admissions Administrator			
Criteria		Essential	Desirable
Qualifications	Good general level of education	✓	
	Relevant qualification		✓
Experience/ knowledge	Recent experience of working in a busy help desk/Reception or similar environment	✓	
	Multitasked projects	✓	
	Worked in a school or college		✓
Skills/ competencies	Excellent customer service skills	✓	
	Knowledge of various business software e.g. Word, Excel, Outlook	✓	
	Good communication skills, written and oral	✓	
	Ability to work in a team	✓	
Personal attributes	Suitable to work with children and young people	✓	
	Well organised and able to time manage/prioritise	✓	
	Attention to detail	✓	

Person specification: Admissions Administrator			
Criteria		Essential	Desirable
	Enthusiasm for role	✓	
	Tact and diplomacy	✓	
	Able to work under pressure/meet deadlines	✓	
	Adaptable/flexible	✓	