



## JOB DESCRIPTION & PERSON SPECIFICATION

### JOB DESCRIPTION

**TITLE:** **ADMISSIONS OFFICER**

**REPORTS TO:** Head of Admissions

**OTHER KEY RELATIONSHIPS:** Registrar and Marketing Officer

**SUMMARY:**

The Admissions Officer will support the Head of Admissions in ensuring the highest professional service standards are provided in the College in relation to the recruitment, admission and induction of students and also serve in the general support of administrative services.

**DUTIES INVOLVE:**

**MAIN:**

- **Admissions:** Guide candidates through the enrolment process of the college, advise on entry requirements, test English levels, check academic qualifications (using NARIC where required), ensure document check-lists complete, ensure application form fully completed and all supporting documents attached, record fee payments where necessary, collate application pack in readiness for submission to the Head/Registrar; enter student data/information on MIS and generate reports as required.

**SUBSIDIARY:**

- **Student Support/Administration:** On a daily basis, support and guide students regarding their timetable, grades, submission and resubmission of assignments, attendance, progression files and Edexcel registration. Deal with telephone, personal and email enquiries. Meeting face-to-face with students to give general support and advice.

**GENERAL:**

The above duties are subject to change at the discretion of the College and shall include other reasonable responsibilities as the College may from time to time assign.

## PERSON SPECIFICATION

The applicant should have high levels of personal and professional competence in a higher education setting, be an excellent communicator and prepared to work hard and contribute to a busy, performance driven team. They should also have:

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelors degree (or equivalent level 5 / 6 qualification)
- A minimum of one years' experience of working in an education/training environment
- Understanding of UK education system and qualifications frameworks
- Knowledge of SFE/SLC student finance/loans
- Proficient MS Office user and other job specific software/platforms (e.g. CRM and MIS)
- Familiarity with Moodle (or similar VLE) an advantage
- Experience of Tier 4 recruitment also an advantage but not essential

## ATTRIBUTES

Enthusiastic, hard-working self-starter with a commitment to satisfying customers, solving problems and exceeding expectations; Behaviours and communication approaches that build successful relationships within teams and across teams; Capacities with new technologies which improve service levels and efficiency; Passionate about education and facilitating the career advancement of others; Take pride in being professional and an expert in the field to achieve results; Motivated self-starter, seeking and responding to feedback to achieve results; Committed to self-development to enhance skills and abilities; Ability to work to tight deadlines, changing priorities, on own initiative and to take responsibility for decisions and outcomes.