

<b>Post Title:</b>	Admissions Officer
<b>Place of Work:</b>	The role is based at our Dartford campus, but the nature of the work will require travel to any of the College sites as required.
<b>Hours of Work:</b>	37 hours per week (Monday to Friday) / 52 weeks per annum
<b>Salary:</b>	Tier 6
<b>Responsible to:</b>	Admissions Co-ordinator
<b>Responsible for:</b>	Ensuring all applications are processed in an efficient and timely manner. Interviews are arranged with the curriculum areas and are followed through to enrolment.
<b>Summary:</b>	The Admissions Officer will work as part of a team under the day to day supervision of the Admissions Co-ordinator. The Admissions team are responsible for administering the entire process from application to interview to enrolment, working in conjunction with the Data Officers and Curriculum Administrators to ensure a seamless process.

#### **Duties, Responsibilities and Accountabilities:**

- Data input of applications from students, meeting agreed service level standards for document turn round and accuracy.
- Liaison with Curriculum Managers and Curriculum Administrators to arrange interviews with Tutors and send out necessary letters.
- Maintain and update student database (REMS) and student files.
- Update information held on UCAS Progress website using REMS data
- Work as part of the wider MIS team as appropriate to support the front of house administration requirements.
- Support other administrative activity as required to ensure that an efficient and effective administrative service is provided to the wider College.
- Participate in wider College administration duties and attend set meetings as and when required by management.
- Undertake any other reasonable duties as required by management.

#### **All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

**These behaviours will form part of the criteria within the Appraisal process.**

<b>PERSON SPECIFICATION</b>			
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b> <i>(Application, Task, Interview)</i>
<b>(1) Qualifications:</b>			
Educated to level 3 or equivalent	√		Application / Interview
<b>(2) Knowledge to include:</b>			

High level of computer literacy	✓		Application/ Task/Interview
Excellent literacy skills	✓		Application/ Task / Interview
Able to work under pressure and to strict deadlines	✓		Application / Task/ Interview
Able to use initiative, organise and prioritise	✓		Application / Interview
Able to identify and implement improvements in existing systems	✓		Application / Interview
Able to communicate effectively at all levels	✓		Application / Task/Interview
Able to produce reports for a variety of audiences	✓		Application / Interview
<b>(3) Experience to include:</b>			
Experience of working in an administrative role in a complex and challenging environment	✓		Application / Interview
Recent experience of providing effective administrative support to Managers	✓		Application / Task / Interview
<b>(4) Skills and Attributes to include:</b>			
Evidence of effective team work	✓		Application / Task / Interview
Commitment to establishing and maintaining good working relations with colleagues and students	✓		Application / Task / Interview
Commitment to the provision of a quality service and the implementation of quality improvements	✓		Application / Task / Interview
Commitment to valuing diversity	✓		Application / Task / Interview
Able to work flexibly throughout the week/over the year by prior agreement to support the programme area	✓		Application / Task / Interview

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_