**JOB SPECIFICATION**

|  |
| --- |
| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Admissions Officer  1 x 37 hours | Corporate Services – Student Admissions |
| **SALARY** | **BENEFITS** |
| £21,012 to £23,317 per annum, relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days on 01/08/2023 plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Student Admissions Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues.  To provide support to cross College services as an integral part of a team that co-ordinates and processes college applications from prospective students. To provide a high-quality recruitment and admissions service for potential students, processing applications, checking eligibility criteria, liaising with Learning Areas, Employer Services and assisting with student enrolment. Find and research and implement ways to continually enhance and enrich the applicant experience, to provide a positive and memorable experience as we welcome new applicants to our institution. | |
| **DUTIES** | |
| **Overview**  Provide support to cross College services as a member of the Student Admissions team. This will include covering the duties of other Officers within the team and working closely with Business Support and the Data and ILR/Data team. Lead on the recruitment and admissions services for courses listed in the **examples of points of entry section (below)** and direct the Student Admissions team in supporting related processes and workloads. Overall, the post holder will coordinate with different internal and external areas to bring together all the elements to process an application through its life cycle to enrolment.  **Decision Making**  Make decisions to assess a suitable level for applications, based on information from the application form and supporting documents. This will require an in-depth knowledge of the Regulated Qualification Framework (RQF) and a full comprehension of prerequisites set out for the specific course.  Make decisions on suitability for funding based on information provided in an application form. This will require a comprehensive understanding of the most up to date funding rules for Further Education 16-18 provision and Higher Education provision along with other funding streams such as the Adult Education Budget, Apprenticeship Funding, Advanced Learner Loans and special rules for applicants progressing from Access to HE to Higher Education.  Decision making at the point of enrolment and the provision of results, making referrals as appropriate.  **In-depth knowledge of and ability to follow guidance procedures**  Independently ensure you are aware of and keep up to date with funding rules and eligibility rules.  Liaise with curriculum teams to arrange and provide a schedule for student interviews and assessment.  Lead and support in the publication of applicant event information, and support events where appropriate.  Lead and develop the applicant internal progression process, providing IAG support to applicants and ensuring all relevant information is considered by curriculum teams to facilitate decision making.  Independently create, publish and distribute official College documentation, including offer letters in accordance with the College’s Communication Strategy, ensuring that all communications include the latest information and links to relevant policies and procedures.  Ensure that any communication and/or documentation is issued in full compliance with Consumer Protection legislation and meets the College’s FREDIE principles.  Take responsibility for ensuring highly effective communication with applicants, and that accurate documentation and relevant information is sent to prospective students; and to ensure all enquiries/applications are monitored through to an acceptable conclusion. | |
| Liaise with curriculum teams Inclusive Learning, Employer Services, Programme Leaders, Finance and the Marketing team to ensure efficient and effective service delivery.  Ensure all applications are dealt with efficiently in a timely manner in line with College policies and procedures.  Provide IAG and Admissions advice at Course Advice events, on a rota basis and attend Applicant Day and other events, as appropriate.  Support the engagement of applicants through the College’s MyFuture site, by ensuring regular contact with applicants.  Provide accurate Information, Advice and Guidance to enquirers, applicants and students.  Support the Teacher Training curriculum team, ensure UCLan requirements are met and information provided by applicants is verified and checked before referral and decision making.  Ensure UCAS Course Collect information is up to date and ensure that any published information is accurate and meets minimum standards.  Lead on UCAS Clearing admissions procedures and ensure effective communication with curriculum teams.  Liaise with assessment bodies, for example Central Qualifications, regarding UK and non-UK qualifications and acceptable equivalents.  Liaise with employers in relation to complex funding processes, ensuring the correct information is provided or by signposting to relevant internal teams/external organisations, as appropriate.  Complete compliance validation checks on all completed apprenticeship documentation before proceeding to enrolment.  Ensure Digital Apprenticeship System cohorts are in place before proceeding to enrolment.  Create and update BKSB accounts for individual applicants.  Ensure OneFile accounts are created for both applicants and employers before proceeding to enrolment.  Support the Employer Services Team in the administration and co-ordination of customer, employer and learner satisfaction surveys.  Ensure efficient and effective use of Unit-e, OneFile, BKSB and DAS systems to record information to progress the applicant through the admissions process and generate reports as required.  **Analysis**  Decision making for applicants based upon their suitability for the course, and also nationality and right to study/work based on EU settlement scheme and UK Student visa guidance.  Accurately identify Care Leavers and provide specialist advice in relation to any additional financial and academic support they may be entitled to.  Provide data and data/trend overviews to curriculum teams in relation to recruitment from current and previous admissions cycles.  Whilst working in an everchanging environment, effectively improve process and implement new procedures, developing office systems to ensure improved service for both applicants and college wide departments.  Closely monitor apprenticeship starts dates and enrolments and highlight concerns to ensure action is taken to achieve monthly targets.  Working with an evolving education landscape, effectively contribute towards process improvements and implement new procedures, developing office systems to ensure the continual enhancing of both the applicant experience and the customer service provided to cross-College teams to support the College’s Recruitment Strategy.  Ensure timeliness and quality of data audit checks.  **Information, Advice and Guidance**  Deliver highly professional Information, Advice and Guidance to prospective students and their parents through a variety of media, including Live Chat, in-person, attendance at events, email and telephone.  Confidently and accurately advise applicants in relation to student finance information and limitations on funds available for applicants who do not meet criteria.  Support applicants and parents through the various application processes.  Support schools and home educated applicants and their parents through a complex application process  Contact applicants that have been unsuccessful with advice on a “road to enrolment”, using knowledge of alternative courses and providers.  Be part of the team that forms the first point of contact for applicants and College staff during the UCAS Clearing period. | |

|  |
| --- |
| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

|  |
| --- |
| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Examples of Points of Entry**

**•** 14-16 Provision

• Apprenticeships

• NEET and Traineeship Courses

• Further Education (Full Time and Part Time) including Access to HE courses

• Higher Education (Full Time and Part Time) including undergraduate and post graduate courses

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  Demonstrable experience in Microsoft Office applications, including MS Outlook, MS Word and MS Excel (A/I)  Relevant office experience (A/I)  Administration experience (A/I)  Experience in process driven and/or regulated environment (A/I) | GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Evidence of innovation, enthusiasm, flexibility and commitment to supporting students to overcome barriers to progression and success (A/I)  Previous experience within student admissions within an education provider (A/I)  Qualification in Information, Advice and Guidance (A) |
| ***General Intelligence*** | |
| Logical thinker and good problem-solving skills. Methodical working practices.  Ability to use initiative and common sense.  Capable of working with minimal supervision. | Good understanding of the current education framework. |
| ***Special Aptitudes*** | |
| Good Interpersonal/ communication skills with all levels of staff.  Ability to undertake multiple tasks working to deadlines.  Accuracy to details. | Knowledge of Higher Education establishment (s) and procedures.  Knowledge of College computerised systems. |
| ***Interests*** | |
| Interest in College administration | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Admissions Officer | Corporate Services – Student Admissions |
| **SALARY** | HOURS OF WORK |
| Band £21,012 to £23,317 per annum,  relating to qualifications and experience | 1 x 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days on 01/08/2023 plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2023)  (based on actual NOT FTE)  Contribution rate %  Up to £16,500 5.5%  £16,501 to £25,900 5.8%  £25,901 to £42,100 6.5%  £42,101 to £53,300 6.8%  £53,301 to £74,700 8.5%  £74,701 to £105,900 9.9%  £105,901 to £124,800 10.5%  £124,801 to £187,200 11.4%  £187,201 or more 12.5%  19.5% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

|  |  |
| --- | --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |