**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** | |
| Recruitment and Admissions Administrator  Fixed Term to December 2022 | Corporate Services – Recruitment and Admissions | |
| **SALARY** | **BENEFITS** | |
| £18,015 to £19,240 per annum,  relating to qualifications and experience | Local Government Pension Scheme  26 days’ holiday rising to 31 days following 5 years’ service to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. | |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** | |
| Student Admissions Manager | None | |
| **KEY TASKS AND RESPONSIBILITIES** | | |
| The information below is intended to provide and 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 and Employer Services as well as assisting with student enrolment. To develop professional relationships with customers who have made an enquiry to the College or who have applied for a course, ensuring regular, effective and measurable engagement during their journey from enquiry to enrolment. Responsibility for creating and maintaining contact logs as well as providing statistics on applicant engagement. | | |
| **DUTIES** | | |
| Provide support to cross College services as a member of the Student Admissions team. This will include supporting FE, HE, Postgraduate, Apprenticeships & Skills processes and workloads.  Responsibility for ensuring effective communication with and accurate documentation and relevant information is sent to prospective students.  To ensure that all enquiries/applications are monitored through to an acceptable conclusion.  Responsibility for the processing and administration of applications from initial submission through to enrolment, including decision making responsibilities.  Efficient and effective use of OneFile, Canvas, (Ignite/Eforms), Unit-e, UCAS and any other systems that may become available to record information to progress the applicant through the admissions process and generate reports as required.  To provide accurate Information, Advice and Guidance to enquirers, applicants and students to include extensive knowledge of the entry requirements for the current qualifications frameworks including comparison for overseas qualifications.  Liaise with teaching staff to arrange and provide a schedule for student interviews or applicant days, ensuring adherence to the College interview/applicant day processes to ensure the applicant has a positive experience.  Implement changes to existing processes based on contact with internal and external stakeholders to ensure that College services, CIAG, IAG, College Admissions Publications and internal processes are optimised and remain relevant.  To keep any published processes within your designated area, up to date.  Ability to respond to internal and external Admissions queries and to provide a satisfactory conclusion.  To follow up any customer enquiries that have not led to an application being submitted and make personal contact with any applicants who have not attended an interview that they have been invited to, offering alternative appointments in line with the Student Admissions Policy. This will be achieved using a variety of contact methods, primarily telephone, mail, email and text service. Systems must also be put in place and maintained to ensure the effective measurement of the success of these contacts.  Effective use of VLE and social media will also be a requirement together with the promotion of the College Website and monitoring engagement by applicants.  To provide support to cross College services as a member of the Recruitment and Admissions team. This will include supporting FE, HE, Postgraduate, Apprenticeships and Skills processes and workloads.  An innovative and proactive approach to ensure that action is taken to achieve all goals set out on the “Keeping Warm” student engagement annual schedule.  Assistance with Careers events and attendance at Course Advice Mornings on a rota system, where applicable. | |

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| **DUTIES** |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and open * Safe and supportive culture * Inspiring learners and staff * Positive and dynamic attitude   Promote College sustainability policies and strategies by personal commitment and lead by example.  Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure these are achieved. |
| Maximise effective use of time and personal ability.  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.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| The post holder must be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
| The post holder must be thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility.  To promote Equality and Diversity at every opportunity. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**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**

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

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

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team and using own initiative (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I) |  |
| ***Attainments*** | |
| Excellent IT skills – Intermediate/Advanced level (A)  GCSE English – Grade C or above (A)  2 years relevant office experience (A)  Use of Microsoft Office software including Word, Excel and Outlook | GCSE Maths – Grade C or above (A) |
| ***General Intelligence*** | |
| Efficient, methodical approach to administrative work (A/I)  Ability to communicate at all levels (A/I)  Attention to detail (A/I) |  |
| ***Special Aptitudes*** | |
| Ability to use initiative (I)  Ability to maintain detailed records accurately (A/I)  Ability to prioritise work and meet deadlines (A/I)  Ability to work flexibly and multi task (A/I) |  |
| ***Interests*** | |
| Interest in people and good interpersonal skills (A/I) | Empathy with Education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Confident telephone manner (I)  Approachable (I)  Person centred approach (I)  Ability to work under pressure and meet deadlines (I)  Punctuality and dependability (I)  Flexible approach (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (I) | Current driving licence (A) |

\*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**

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| **JOB TITLE** | **AREA OF WORK** |
| Recruitment and Admissions Administrator  Fixed Term to December 2022 | Corporate Services – Recruitment and Admissions |
| **SALARY** | HOURS OF WORK |
| £18,015 to £19,240  relating to qualifications and experience | 37 |
| ANNUAL LEAVE ENTITLEMENT | PENSION (FINAL SALARY) |
| 26 days holiday rising to 31 days following 5 years’ service to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. | Local Government Pension SchemeUp to £13,500 pa 5.5% Employee £13,501 - £15,800 pa 5.8% Employee  £15,801 - £20,400 pa 5.9% Employee  £20,401 - £34,000 pa 6.5% Employee  £34,001 - £45,500 pa 6.8% Employee  £45,501 - £85,300 pa 7.2% Employee  £85,301 plus pa 7.5% Employee  13.5% 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 | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and open * Safe and supportive culture * Inspiring learners and staff * Positive and dynamic attitude   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |