

Job Description

Job Title: UCAS Administrator

Line Manager: Head of CAIEG

Job Requirement: 37 hours per week. Term time only plus 1 week in the summer holidays to cover post results in the summer holidays.

Key Purpose of the Role

To manage the administrative cycle of the UCAS process and provide essential, structured student support.

The UCAS Administrator will contribute to the Trust strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Application Management - Execute all checking and final administrative vetting of student applications prior to submission by the UCAS adviser
2. Student support & Access - Offer dedicated drop in sessions throughout the week to answer all general student enquiries regarding the process and their application, such as UCLN, Subject limits, platform navigation, deadlines and more. Provide quick 5 minute feedback on application statements.
3. Support with the planning and scheduling of Application statement clinics.
4. Providing support to students who are eligible to apply for and engage with Universities wider participation plans and schemes.
5. Resource Development - Ensure all internal UCAS guides and external resources are accurate, up to date and accessible.
6. Event Coordination - Provide logistical and administrative support for key UCAS events, such as the UCAS Discovery event held at Farnborough International Exhibition Centre, Moving on Day and TEA Fair.
7. Arrange visits to university on site events, such as taster sessions and open days.
8. Masterclasses & Workshops - Arrange and coordinate application (personal) statement talks in the summer term, focusing on logistics and resource distribution.
9. Arrange and coordinate specialised Degree Apprenticeship Masterclass sessions (e.g., preparing for Psychometric tests and assessment centres).
10. Provide post results support.
11. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive.
12. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding,

pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Safeguarding

1. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development.
2. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Other Duties

1. Continue with professional development to ensure up to date understanding of Employment law and best practice.
2. Ensure that personal data records must be compliant across the Trust and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer.
3. To carry out any other tasks commensurate with the role/grade as may be requested by the Trust from time to time, including working in other departments when required.

Person Specification

Qualifications

- A good standard of general education including Maths and English GCSE or equivalent

Significant and proven experience in the following areas:

- Providing first line, customer focused service
- Administration associated with working in a busy office
- Managing multiple tasks with conflicting priorities and timescales
- Building positive working relationships with multiple customers and colleagues
- Accurately maintaining and monitoring information

Personal Qualities and Skills

- Strong interpersonal skills with the ability to engage with, University Outreach staff, employers, staff, students and their families
- Good time management and organisational skills.
- Strong attention to detail is essential.
- Ability to prioritise conflicting demands in order to meet deadlines
- A 'can do' attitude
- Ability to work independently and use initiative as part of a busy, diverse, customer facing team
- Resilient, calm and able to work under pressure
- High professional standards and personal integrity in order to maintain confidentiality
- Strong IT skills, particularly Microsoft office, social media and Google platforms.

Desirable

- Experience of working in an educational setting.