



JOB DESCRIPTION

Job Title: Admissions Officer

Grade: Grade 4

Line Manager: Director of Registry

Contract: Full Time, Full Year

Job Purpose

The Admissions Officer is responsible for supporting the recruitment, admission, and enrolment of prospective students. The role involves managing applications, providing guidance to applicants, prospective applicants and parents, conducting interviews when required, and representing the college at recruitment/marketing events.

The Admissions Officer plays a key role in delivering an outstanding applicant experience while ensuring admissions processes are conducted fairly, accurately, and in accordance with college policies.

The College Admissions Officer will contribute to the achievement of the College's single corporate objective – improving students' achievements – 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. Managing and administering the admissions process in collaboration with Registry, Student Services, Study Support, Safeguarding, the Outreach Team, and the Assistant Principal for Partnerships and Progression, in accordance with the College's Admissions Policy.
2. Providing outstanding levels of support to schools, applicants, prospective applicants and parents throughout the admissions process.
3. Maintaining accurate application data and ensuring staff have access to the required data in a timely manner.
4. Processing and communicating offers to applicants following their interview at College.
5. Administering the applicant referencing process and providing support to Schools.
6. Creating and sending electronic mailshots to parents, students and applicants conforming to College standards.
7. Ensuring that student evidence is collected and verified in accordance with funding regulations to enable enrolment at the College.

	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills, able to converse with a variety of stakeholders. ● Excellent IT skills ● A high standard of written English. 	Essential Essential
Other	<ul style="list-style-type: none"> ● A proactive approach to problem solving. 	Essential
Qualifications	<ul style="list-style-type: none"> ● A levels or equivalent 	Desirable
Job Requirements	<ul style="list-style-type: none"> ● Able to work outside of normal College working hours to support School and College events. 	Essential