

JOB DESCRIPTION		
<b>Job Title:</b> Admissions Administrator (College Based)	<b>Accountable to:</b> Team Leader Admissions (College based)	
<b>Contract Length:</b> 3 months	<b>Hour week/FTE:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £29,358 - £35,839 per annum	<b>Grade:</b> 3	
<b>College/Service:</b> Academic Registry ADS	<b>Location:</b> London College of Fashion	
<b>Purpose of Role:</b>		
<p>To provide a proactive, high quality administrative support for the admissions and enrolment activities in the College, in accordance with the procedures and regulations of UAL. To act as a key point of contact for academic and administrative colleagues, and prospective students.</p> <p>The post holder will be expected to contribute to the overall effective service delivery of providing information and support to ensure a high quality admissions service is provided to prospective students and academic decision makers in accordance with agreed standards; this will require working flexibly across the Service and at other sites.</p>		
<b>Duties and Responsibilities:</b>		
<ul style="list-style-type: none"><li>• Provide administrative support and maintain records for the applicants in accordance with the procedures and regulations of the University.</li><li>• Respond to queries from applicants, providing detailed information in an accessible format.</li><li>• Carry out initial checks on applications (including but not limited to minimum entry requirements, AP(e)L, multiple application identification).</li><li>• Undertake fee assessments for applicants and refer more complex cases to a Team Leader.</li><li>• Assist with carrying out Immigration History Checks on applicants, to ensure they are eligible to study at the University.</li><li>• Process application outcomes within the agreed University and UCAS timeframes.</li><li>• Assist with the preparation of CAS for international students.</li><li>• Maintain the Student Record System relating to admissions in accordance with University Academic Registry regulations and, where appropriate, those of external agencies e.g. UCAS.</li><li>• Provide a quality, customer focussed first line, advisory and information service, giving initial support and guidance on admissions policies and procedures.</li><li>• Work with colleagues across the admissions service and in the Asia Branch Office to ensure a connected and seamless approach across the admissions service for applicants.</li><li>• Keep up to date with development and changes to visa regulations and University academic regulation, policy and procedures, and ensuring that they are adhered to.</li></ul>		
<b>General:</b>		
<ul style="list-style-type: none"><li>• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.</li><li>• To undertake health and safety duties and responsibilities appropriate to the role.</li><li>• To work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.</li><li>• To personally contribute towards reducing the university’s impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).</li><li>• To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities.</li></ul>		

- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Assistant Head of University Admissions (LCC)
- Team Leader (LCC)
- Admissions Service colleagues
- Academic staff with responsibility for admissions
- International Co-ordinators
- Academic Registry staff

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): NA

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_

(Recruiting Manager)

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Person Specification	
Specialist Knowledge/ Qualifications	<p>A-level or equivalent.</p> <p>Must have experience of working in Admissions within the HE sector.</p>
Relevant Experience	<p>Significant demonstrable administrative experience.</p> <p>Experience of working in a busy office environment providing support to colleagues and applicants.</p> <p>Able to use a range of databases.</p> <p>Ability to use range of Microsoft Office applications.</p>

	HE experience.
Communication Skills	Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service. Deals with demanding customers in a positive way and works in a professional manner at all times.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems. Is prepared and able to offer solutions; referring to a manager if issue is complex or requires a decision outside their level of responsibility.