

JOB DESCRIPTION	
Job Title: Admissions Administrator (Central based)	Accountable to: Team Leader Admissions
Contract Length: Fixed Term- 6 months & 3 months x2	Hour/wk 35
Salary: £29,358 - £35,839 per annum	Grade: 3
College/Service: Academic Registry ADS	Location: 272 High Holborn
<p>Purpose of Role:</p> <p>Supporting one of the central Admissions teams (Home/EU or International) to facilitate the admissions process across Further Education, Undergraduate and Postgraduate level courses, ensuring a connected and seamless approach for prospective students throughout their applicant journey.</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 applicants, agents and academic decision makers in accordance with agreed standard; this will require working flexibly, both remotely and at High Holborn.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provide administrative support and maintain records for the applicants in accordance with the procedures and regulations of the University. • Respond to queries from applicants, providing detailed information in an accessible format. • Carry out initial checks on applications (including but not limited to minimum entry requirements, AP(e)L, multiple application identification). • Undertake fee assessments for applicants and refer more complex cases to a Team Leader. • Assist with carrying out Immigration History Checks on applicants, to ensure they are eligible to study at the University. • Process application outcomes within the agreed University and UCAS timeframes. • Assist with the preparation of CAS for international students. • 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. • Provide a quality, customer focussed first line, advisory and information service, giving initial support and guidance on admissions policies and procedures. • 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. • 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. <p>General:</p> <ul style="list-style-type: none"> • To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University. • To undertake health and safety duties and responsibilities appropriate to the role. • To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work. • Work flexibly and provide cover for colleagues to meet variations, peaks and troughs in workloads. • 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.

- Deputy Head of Admissions
- Admissions Administrators (across the Admissions service)
- Asia Branch Office Administrators
- Agents
- Student Recruitment Officer

Specific Management Responsibilities

Budgets: None

Staff: None

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

Signed _____ Date of last
review (Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<p>A-level or equivalent</p> <p>Knowledge of Home Office and fee assessment regulations</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> <p>HE or other educational experience.</p>
Communication Skills	<p>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.</p>
Planning and Managing resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Student Experience or Customer Service	<p>Provides a positive and responsive student or customer service.</p> <p>Deals with demanding customers in a positive way and works in a professional manner at all times.</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems.</p> <p>Is prepared and able to offer solutions; referring to a manager if issue is complex or requires a decision outside their level of responsibility.</p>