

**POST TITLE: HE ADMISSIONS OFFICER**

**POST NO: WREQ2580**

**GRADE: MANAGEMENT SPINE**

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## **JOB PURPOSE**

Working within the Higher Education (HE) Directorate the HE Admissions Officer will be responsible for administration of the UCAS application process for directly funded degree courses, alongside management of the applicant database, management reporting and conversion of HE applicants to students. The post holder will support the recruitment of new higher education students, providing Information Advice and Guidance (IAG) on University Centre Weston (UCW) courses at Open Evenings and Careers events including advice on entry criteria, and selection processes to ensure achievement of recruitment targets.

## **KEY TASKS/DUTIES**

The HE Admissions Officer will be responsible to the HE Partnership and Development Manager and will work within the Higher Education Academic Registry Team (HEART). The person appointed will be responsible for the following:

- Ensuring compliance with appropriate legislation in terms of the Competitions and Markets Authority (CMA) guidelines for applicants, the QAA UK Quality Code, and UCAS.
- Providing information, advice and guidance (IAG) regarding higher education, qualifications, course content, entry criteria, selection processes, finance and scholarships to prospective students. This includes Higher and Degree apprenticeships and provision within the Institute of Technology.
- Administering the admissions process for HE students including:
  - Screening applications to establish if entry requirements have been met.
  - Providing forms for academic staff.
  - Arranging interviews and auditions and communicating details with applicants.
  - Communicating with staff internally and at partner universities.
  - Confirming arrangements with students and ensuring all UCAS deadlines are adhered to.
  - Processing decisions appropriately and in a timely fashion.
  - Supporting the clearing and confirmation process.

# JOB DESCRIPTION

- Providing key application data and management reports, including the Annual Admissions Report.
- Ensuring compliance with, and updating, the HE Admissions Policy & Procedure.
- Management of projects to maximise conversion of applicants e.g., applicant calling lists, reminding applicants of decline by default deadlines, applicant communication.
- Organisation of Orientation Days / Post Application Visit events to enable potential applicants to see the facilities and make informed decisions.
- Creating student records to ensure smooth transition from applicant to student.
- Assisting potential applicants to UCW with their UCAS applications.
- Working with the College Progression Team, ASPECT, to deliver tutorials to ensure effective promotion of University Centre Weston and maximise internal progression.
- Representing UCW at UCAS conventions, open evenings and other careers/higher education events.
- Supporting enrolment planning and developing the enrolment schedule.

## **GENERIC DUTIES**

In addition to the requirements of the above post, all members of the team are required to:

- To complete all associated organisation and administrative work.
- To participate in both internal and external staff development as appropriate.
- To meet the requirements of the Health and Safety at Work Act 1974 and the College's own Health and Safety Procedure.
- Adhere to all College Policies and Protocols.
- Comply with Information Security requirements in line with College policy.
- To be prepared to operate on a flexible year, as required. Members of the team will be expected to work out of normal working hours, as required by the role.
- To undertake other such duties as may be reasonably required, commensurate with the grade of the appointment.

## HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

## **SALARY**

Management Spine, O to L:        £19,746.00 to £22,204.00 per annum.

## **HOURS**

Hours of attendance:                Full-time, 37 hours per week.

*Due to the nature of this post, a flexible approach to working hours is required, with evenings and occasional weekend work, along with overnight stays to meet the demands of the post.*

Annual leave:                        318.5 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

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## SPECIAL NOTES

The successful candidate will be based at the Knightstone Campus / Winter Gardens site of Weston College but will deliver to learners at all sites and other external locations.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C/4 or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Level 3 qualification (A level or equivalent).	✓	
Excellent communicator with a high level of interpersonal skills.	✓	
Experience of working within Higher Education Administration or Admissions.		✓
Understanding of HE Sector including: <ul style="list-style-type: none"> <li>• Admissions</li> <li>• UCAS process</li> <li>• Funding</li> </ul>		✓
Qualification/experience in Information, Advice & Guidance (IAG).		✓
Experience of event management and organisation.	✓	
Highly motivated, setting and achieving high standards for yourself.	✓	
Strong teamwork skills.	✓	
Excellent time management and organisational skills; the ability to plan ahead and manage multiple deadlines to prioritise workloads and respond to planned and ad-hoc demands.	✓	
Computer literacy particularly use of management information systems and Excel Spreadsheets.	✓	
Reliable and committed to quality assurance.	✓	
Evidence of pro-activity in the workplace and the ability to embrace and adapt to change to bring about continued improvements.	✓	

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.