

Job Description

Position:	Admissions Assistant
School/Service:	Division of Marketing and UG Recruitment & Admissions
Reference:	MRA-014P
Grade:	Grade 3
Status:	Permanent
Hours:	Full time
Responsible to:	Admissions Team Leaders

To contribute to the delivery of an efficient and effective Admissions Service for applicants and University staff by utilising existing systems and processes and supporting in developing systems and processes. To support the process for applications from Home, EU and International Applicants for all areas of University ensuring that the University is compliant with its own Admissions Policy, that of agencies such as the QAA and UKVI and delivers a best practice service.

Principal Duties and Responsibilities:

1. Carrying out duties relating to the delivery of the University's central Admissions Service in accordance with the University's Admissions Policy, QAA Code of Practice, UKVI and other related policies.
2. Responding to enquiries and requests for information from and providing advice and guidance to applicants, staff and external agencies with regards to entry requirements, application routes and processes and other admissions related issues.
3. To contribute to the day-to-day operational activities of the team by supporting the Admissions Officers. This may include processing applications under supervision, setting up of interview records, assessing for interview, making offers based on academic recommendation and responding to applicants, all in accordance with established standard operating procedures which ensure that decisions are fair, robust and justified.
4. Identifying and expediting missing information to allow applications to be considered by Admissions Officers.
5. Verifying relevant qualifications and institutions as appropriate, against defined internally and externally generated criteria and guidelines to minimise fraudulent applicants.
6. Assist in the assessment of non-UK applications for equivalence using relevant reference sources such as UKNARIC and confirming English Language Proficiency to UKVI standards.
7. Assist in carrying out all compliance checks in relation to the admission on International students to enable the University to discharge its duties as a UKVI Tier 4 Highly Trusted Sponsor.
8. Providing basic technical assistance and support for staff across the University related to admissions processes and systems e.g. admissions aspects of SITS. Contribute to the efficient and effective operation of Confirmation and Clearing ensuring UCAS' clearing procedures are adhered to.
9. Assist in carrying out and delivering all aspects related to the admissions components of the enrolment process and ensuring compliance and relevant regulations are adhered to.
10. Attending relevant internal and external meetings related to the admissions process including external conferences and training sessions.

11. Working as a team to ensure the integrity and validity of all data held by admissions either in electronic or retrievable form.
12. Assisting in University events including clearing and open days as and when required.
13. Working flexibly as part of the team including some evening and weekend work at peak times.
14. Undertaking work related training as appropriate and taking responsibility for ensuring own understanding of admissions issues within the sector.
15. From time to time undertake other such duties as may be required by the Admissions Manager or the Director of Student Recruitment & Admissions.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role holder.

Person Specification

Position: Admissions Assistant		Reference: MRA-014P	
Criteria		Priority (1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to GCSE standard or equivalent with Grade C or above in English and Mathematics	1	Application Form/ Documentation
1 b)	An IT related qualification	2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Able to demonstrate an aptitude for the skills taught in the Apprenticeship programme e.g. through work experience and qualifications	1	Application Form/Interview
2 b)	To be IT literate and familiar with MS Office packages such as Word, Excel or equivalent software with good keyboard skills	1	Application Form/Interview
2 c)	Good verbal and written communication skills with a good level of numeracy and literacy	1	Application Form/Interview
2 d)	Able to follow instructions and work autonomously and as part of a team	1	Application Form/Interview
2 e)	Good organisational skills with the ability to prioritise and work to deadlines	2	Application Form/Interview
2 f)	Able to work flexibly and to adapt quickly to changing demands and requirements	1	Application Form/Interview
2 g)	Awareness of the Further and / or Higher Education sectors	2	Application Form/Interview
3	Experience		
3 a)	Experience of using IT systems and packages e.g. MS Office	1	Application Form/Interview
3 b)	Experience of dealing professionally and courteously with colleagues, stakeholders and customers	1	Application Form/Interview
3 c)	Experience of assisting with admissions within a school, FE college or university setting.	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Enthusiasm to acquire new knowledge through the Apprenticeship Programme and working with experienced colleagues	1	Interview
4 d)	Able to demonstrate sensitivity to individual differences	1	Interview
4 e)	Accuracy with high attention to detail	1	

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		Priority	
Criteria		(1/2)	Method of Assessment
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Prevent, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the business	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.