

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Admissions Apprentice
Responsible to: Admissions Manager
Accountable to: Director of Marketing, Admissions & Employer Engagement

Job purpose

To work with the Admissions Manager to provide an efficient and effective admissions service to applicants to the college.

Key responsibilities

- Give general information, advice and advice to all enquirers – regarding courses, fees, finance, transport and careers.
- Enrol prospective students on to appropriate courses.
- To work as part of the team to ensure application and enrolment targets are met.
- Liaise with academic colleagues as and when required to ensure an efficient application and enrolment process is achieved.
- Ensure student details are entered accurately on EBS.
- Provide a more efficient admissions process for the prospective learner using various means of communication and reducing paper-based processes.
- Liaise with the curriculum teams to co-ordinate interview evenings, monitoring attendance and chasing up any non-attendees.
- Track the application process to ensure response time meets the service level agreement.

- Provide excellent customer service to current and prospective learners.
- Request references for applicants as appropriate.
- Be aware of other learner support services both internally and externally and referral systems to access them.
- Represent the College at internal and external events as and when required, including open evenings, taster days, recruitment events and school events.
- Support the Recruitment Assistants during busy periods.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible

and proactive approach to work.

- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our learners and customers first - Prioritising learners and their learning and progress, delighting our customers

We recognise that people are our greatest asset - Retain and recruit the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity

We pursue excellence in all we do - A passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity

We are open to change - Looking forward to the future, anticipating market needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We operate ethically and responsibly - Acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect.

PERSON SPECIFICATION

Qualifications

- 5 GCSEs (grade 4 or above) or equivalent, including English Language and Mathematics.

Experience and knowledge

- Proven track record in working with the general public.

Skills and abilities

- Accurate data input skills.
- Demonstrate good communication and diplomacy skills.
- Possess excellent interpersonal and organisational skills.
- Possess excellent administrative skills.
- Demonstrate a good level of IT skills (word processing, spreadsheets and databases).
- Excellent customer service skills.
- Flexible approach to hours of work and willingness to travel to Warrington.
- To contribute to and maintain College values.
- Must demonstrate suitability to work with children and vulnerable adults.

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