



JOB DESCRIPTION

JOB TITLE:	Admissions Officer
SECTOR:	Recruitment & Relations
GRADE:	Scale 4
DIRECTLY RESPONSIBLE TO:	R&R Manager
DIRECTLY RESPONSIBLE FOR:	

Purpose of Job:

To promote the College and its course and apprenticeship offer in order for the College to achieve its annual recruitment targets and meet the demands of the Bolton community.

To provide information, advice and guidance to potential, existing and new learners which both helps them to work towards their career goals and contributes to the achievement of the College aims and objectives.

To carry out all tasks in relation to College recruitment processes from initial course enquiry through to enrolment.

To establish and build long term professional relationships with external and internal customers.

Main Responsibilities and Duties:

1. To act as a primary contact point for people interested in studying at the College and to offer impartial information, advice and guidance about the recruitment process.
2. To develop and lead on a range of activities to raise awareness and understanding of our course and Apprenticeship offer to potential applicants and their key influencers.
3. To act as lead co-ordinator in relation to key recruitment related processes and events including responding to initial course enquiries, the processing of College applications, promotion of information events, assessing of potential learners, arranging interviews, supporting curriculum areas during recruitment events, communicating interview outcomes and enrolment arrangements and completing enrolment.
4. To take a key role in the organisation and running of key recruitment events throughout the year such as Interview Events, Parent/Carer Evenings, Fairs, New Student Event etc.
5. To produce high-quality, clear and concise communications for both internal and external customers and ensure that such is received in a timely manner and, where appropriate, within agreed timescales e.g. event promotions, interview invites, booking forms, event plans and arrangements, attendance sheets etc.
6. To work with colleagues across the College to continuously develop and improve the College's admissions processes and systems to ensure an excellent learner journey experience.
7. To represent the College at internal/external events to provide information about our course and apprenticeship offer, the admissions process and/or generally promote the College and support recruitment activities
8. To support the wider MIU Team with the enrolment of learners during main enrolment.
9. To establish, maintain and continuously develop a range of electronic records (such as databases, electronic calendars, online booking systems and surveys etc.) in support of the College's Digital Strategy.
10. To be familiar with and make use of College management information systems to regularly monitor and report on key stages of the application process in order to highlight areas of concern and make best use of resources available.
11. To provide occasional support to other Teams across the College during events, peak times or to cover for absent colleagues.
12. To keep up to date with relevant internal/external regulations and to share information with colleagues as appropriate
13. To share data in accordance with GDPR regulations and the College's Privacy Policy.
14. To work with the Student Services Team to provide support at key times throughout the year such as helping to provide Advanced Learning Loan sessions and occasional cover for absent colleagues.
15. Undertake such other duties as may be required commensurate with the grade and nature of the post.
16. To actively promote and embed equality and diversity within the College.
17. To actively contribute to the effective use of ILT to support a "paper light" working ethic through day to day working activity.
18. To actively contribute to the College's safeguarding children and safeguarding vulnerable adult agenda.
19. The post holder will be expected to comply with the rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
20. To be fully aware of and comply with the College's policy on confidentiality
21. In carrying out their duties, the post holder must
22. Comply with Health and Safety regulations and policies
23. Be aware of the College statement on Health and Safety
24. Be fully aware, and comply with, College policies including equal opportunities and risk management.

Working Hours

You will be expected to work 37 hours per week. Your pattern of work will need to be flexible and will therefore vary from time to time. Regular evening and occasional weekend work will be required throughout the year. In normal circumstances where you work beyond your contracted number of hours, time off in lieu will be given by agreement with the R&R Manager.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review.

PHYSICAL CONDITIONS

The post is located at the Deane Road Campus however, frequent travel to other venues will be required throughout the year.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month. The Corporation's Disciplinary Procedure will not apply during the probationary period.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of Health & Safety, smoking is not permitted in Bolton College.

JOB DESCRIPTION UPDATED PREPARED BY:

Recruitment & Relations Manager

DATE: November 2019