Admissions Advisor (fixed-term, part-time)

Team: Admissions

Reports to: Admissions Coordinator

Location: Chichester College

Job Purpose

- To provide impartial information, advice and guidance to prospective students, parents, carers and employers.
- To deliver the admissions service, processing applications, administering interviews and making offers.
- To support and promote the recruitment and retention of students, including participation in College promotional events.

Key Responsibilities

- To respond to enquiries/applications from students, parents, carers and employers in accordance with established College procedures, recording all activities on the college's management information system.
- To process student applications and enter data onto the college's management information system.
- To make arrangements for curriculum staff to interview applicants and provide support to staff and students at interview.
- To process interview outcomes and make offers to students.
- To administer the progression process for existing students who choose to remain for a further year.
- To liaise with teachers and curriculum managers with regard to the administration of all aspects of admissions arrangements.
- To provide additional information, advice and guidance to prospective and existing students on fees and on how to access financial support including grants, bursaries and student loans, etc.
- To contribute to cover for College Reception as required
- To assist in the administration of the College's enrolment and student induction processes.
- To facilitate escorted tours of the College campus.
- To follow up initial enquiries/applications which have not resulted in an offer or enrolment.
- To provide support to colleagues in the wider Admissions team and the Information and Funding team, as and when required.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Working within a customer service environment	Essential	Application Form/ Interview
Working within an administrative role	Essential	
Previous experience of working in Further Education	Desirable	
Knowledge		
Microsoft Office applications, including Word, Excel and Outlook	Essential	Application Form/ Interview/ Assessment
Further Education options and curriculum	Desirable	
Equality and Diversity	Desirable	
Qualifications		
Level 2 English and Maths at grade 4 (C) or above	Essential	Application Form/ Certificates
Qualification in Advice and Guidance	Desirable	
Skills and Abilities		
Proven organisational and problem-solving skills, including the ability to prioritise	Essential	Application Form/ Interview/ Assessment
Proven keyboard and IT skills	Essential	
Ability to communicate effectively with a diverse range of people at all levels (both verbal and written)	Essential	
Ability to demonstrate a positive and sensitive approach to students at all times	Essential	
Ability to work as part of a team and on own initiative	Essential	
Attributes		
A commitment to providing a high standard of service to internal and external customers	Essential	Application Form
Flexible and proactive approach to work	Essential	
Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances/ Interview
The ability to travel between sites if required	Desirable	
Occasional evening and weekend work as required	Essential	

Terms and Conditions

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	11
Working weeks per year:	52
Contract type:	Fixed term period unitl 30 September 2027.
Salary range:	£27,025 - £27,124 (ie. £8,034.46 - £8,063.90)
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 24 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave cannot be taken at the start of the academic year, from mid-August to mid-September. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time. Leave cannot be taken between mid-August and mid-September.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.