



# Admissions Manager job description

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## POSITION OVERVIEW

<b>Title:</b>	Admissions Manager
<b>Location:</b>	Bloomsbury, London
<b>Contract:</b>	Full-time; permanent
<b>Salary :</b>	£30,000 to £32,000 per annum, depending on experience
<b>Start date:</b>	Immediately, but no later than 1 <sup>st</sup> August 2019
<b>Benefits:</b>	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension scheme (optional) and private healthcare (optional)

As the Admissions Manager, you will organise the end-to-end admissions process for both direct and UCAS applications, from first contact to enrolment. You will work closely with other members of the admissions team and with academic colleagues, using well developed influencing skills.

## DUTIES AND RESPONSIBILITIES

### ADMISSIONS

- Coordinate the processing of all student applications from submission to outcome, to ensure that applications are treated in a timely manner and within the standards set by the College
- To offer high quality customer service to all applicants, at all stages of the application process.
- Liaise with applicants and their nominated advisers or family, to guide them through the application process, ensuring that they have all the information they require regarding the process, programmes and the college.
- Manage student data, to secure compliance with the Data Protection Act.
- Gather applicants' references and supporting documents.

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- Liaise with other members of the team and academics, to ensure prompt and complete academic consideration of each applicant.
- Liaise with the Registrar, academics and external stakeholders to ascertain recognition of prior learning where required
- Track decisions on whether to interview, arrange interviews, support applicants on interview day and coordinate post-interview feedback
- To undertake application conversion activities, including telephone campaigns
- and individual consultations
- Prepare and brief other members of the team regarding bursary and scholarship awards
- Produce weekly admissions data for the College's Executive Committee and Board
- Manage admissions policies and procedures to ensure that they are efficient and comply with UCAS, fair admissions and governmental policies. Attend external training.
- Line management relating to admission functions performed by full-time and internship members of the team, including delegation of admissions tasks and tracking team progress.

### OTHER

- Provide support to the team with internal recruitment events, such as– Open Days/Taster Days, interview days etc.
- To undertake any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training

### QUALIFICATIONS AND EXPERIENCE

#### KNOWLEDGE, SKILLS & ABILITIES:

Essential: Ability to work as part of a team and independently; excellent written and oral communication skills; well-developed organisational skills; diplomatic influencing and relationship-building skills, to work with others and to convert initial enquiries into successful enrolments; a high level of attention to detail; knowledge of the UCAS application process.

Desirable: Knowledge of UKVI regulations and Tier 4 CASs in particular.

#### EXPERIENCE:

Essential: Admissions in a UK university; working as part of a team; processing UCAS applications; HE student recruitment.

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Desirable: Recent experience of processing Tier 4 applications and applying the UKVI regulations, including checking applicants' documentation, issuing CASs and generation of CAS communications

### EDUCATION, QUALIFICATIONS AND TRAINING:

Essential: Good first degree

Desirable: Good first degree in the humanities

### APPLICATION PROCESS

Applications should be made via **this link** by midnight, 2 July 2019. Please reference your application "AM0619". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

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