

Job Description

Job Title	Admissions Officer	Code	Grade 5
Subject/Service Area	Marketing, Recruitment and Admissions		
Reports to	Head of Admissions		
Accountable To	Pro Vice Chancellor, Marketing, Recruitment and Admissions		

Purpose of Job
<p>To provide an enhanced service to applicants, ensuring timely decision making on all applications. You will be responsible for systematic checks on data integrity and provide a source of information and advice to applicants and staff. The successful candidate will work within the admissions team which has overall management of university admissions.</p> <p>You will be involved in the work of applications for undergraduate, PGCE, School Direct, APL, NoH, PGT and PGR for both Home and Overseas and make decisions on a number of these areas.</p>
Key Tasks / Responsibilities
<p>Generic tasks</p> <ul style="list-style-type: none"> ➤ Reading applications and using set criteria, take a decision on whether or not to make an offer, call for interview or audition or reject application. ➤ Convey application decisions to UCAS and send relevant electronic communication to applicant. ➤ Liaise with academic colleagues over decisions to Postgraduate applications and convey decisions to applicants. ➤ Use the SITS system to input and extract information relating to applicant records. ➤ Use external databases such as UK Naric, Skills Test Centre and GBG Disclosure system to aid decision making and offer confirmation. ➤ Ensure you develop your knowledge of the wide variety of qualifications offered by applicants for all levels of study. ➤ Set up auditions and/or interviews and liaise with faulty staff to ensure the smooth operation of such. ➤ At relevant times of cycle, follow up offer conditions with applicant to ensure deadlines for achieving these conditions are met. ➤ Respond to email and telephone enquiries ➤ Support Open House Events which include a small number of Saturdays over the course of the year. <p>Specific tasks</p> <ul style="list-style-type: none"> ➤ Ensure offer decisions are transferred from SITS to UCAS in line with export timelines. ➤ Set up and amend interview/audition dates in SITS to enable interviews/auditions to be scheduled by the team.

- Proactively manage the allocation of numbers against each interview date to ensure they are used to capacity for the various interview groups.
- Support the set up and amendment of large volumes of offer/interview/confirmation/clearing letters.
- Manage the application errors to ensure data accuracy and consistency.
- Be aware of application processing and to highlight any areas of concern to senior colleagues while still at a low level to ensure processes are kept on track.
- Take responsibility for ensuring all ITT and Social Work applicants receive the necessary guidance to complete professional accreditation conditions and check to ensure these conditions are achieved by the necessary timescales.
- Validate decision data and highlight any concerns to senior colleagues at the earliest opportunity.
- Run regular reports on ITT applications and decisions.
- Attend meetings and conferences where applicable, for example school direct steering group/UCAS conferences.
- Support the admissions manager with new admissions developments e.g. implementation of new DfE Apply Service

Qualifications / Experience Required

Proficient in Microsoft Office suite of software and general office systems. Knowledge of SITS would be beneficial.

Good knowledge of Higher Education processes and procedures.

Adaptable, flexible approach to work in order to meet the needs of the Admissions Manager.

Excellent organisational skills, ability to work in a busy and demanding environment, working under pressure at times to produce good work to deadlines.

Experience of assessing and responding to non-routine work/queries using initiative to solve problems with ability to use relevant systems and procedures to enable investigation of problems.

Ability to accurately and effectively process large amounts of data whilst working to tight deadlines.

Ability to anticipate problems down a chain of events.

Excellent ability to take initiative and work autonomously when required.

Able to interrogate and understand data and processes.

Be given instructions and act on it.

Ability to think outside the box and apply knowledge to the task in hand.

Understand the wider picture so you know how your data will be used around the university.

Keep skills up to date and develop competence through learning from colleagues and gaining experience of a range of work.

Regular contacts (internal / external)

Wider members of the Recruitment, Marketing and Admissions team.

Colleagues within Student Administration and Enrolment.

Faculty colleagues, both administrative and academic, in particular from those areas who hold interviews or auditions.

Applicants – via email and telephone

UCAS/DfE

School Direct schools