

The Minster Centre Job Description

Admissions Officer

Terms and conditions

Hours:	14 hours per week (potential for negotiation) Normal office hours are 9.30 to 5.30.
Salary range:	£30,227 (pro rata)
Contract:	Permanent (job share)
Annual leave:	33 days, including bank holidays (pro rata)
Reports to:	Registrar

Background and summary of the job

The Minster Centre is seeking a highly motivated individual to fulfil a job share in the role of Admissions Officer. This is a key role within the Training Administration Team with a core responsibility for planning and administering the admissions process. We are delighted to offer this post as a job share between two members of staff.

We are keen to find the right candidate and therefore, want to remain flexible in how we implement this job share. As this is a job share, we appreciate that candidates will have other commitments so if you are interested and you feel you could make a positive contribution to The Minster Centre, we encourage you to contact us to discuss the role further.

The ideal candidate will be able to work in a job share and work autonomously on various tasks, and also work well within the wider team. They should have excellent time management, communications and people skills.

Duties and responsibilities

Admissions (pre-arrival)

- Answering initial course enquiries (email and phone) in a professional and timely manner.
- Filtering course applications by flagging up non-standard applicants with Course Leaders or Senior Management Team (SMT).
- Organising applicant interviews with course tutors.
- Sending out offer letters to prospective students.
- Drafting contracts and sending them out to new students.
- Enrolling students onto their respective courses.
- Monitoring numbers of new students in line with course intake limits and reporting data to

Registrar and SMT.

- Liaising with SMT and finance regarding expected new student numbers.
- In liaison with Course leaders and SMT, allocating places in 1st Year of professional training to eligible Foundation students, returning students and external applicants.
- Contributing ideas towards marketing planning.
- Recording and maintaining accurate admissions data.

General course administration

- Supporting tutors with their course administration and assisting students with enquiries.
- Building and maintaining strong working relationship with the Finance and Operations Team.
- Maintaining data and information on Salesforce database.
- Identification and implementation of improvements to systems and procedures on a continuous basis.
- Checking data accuracy against existing paper records.
- Collating and recording Foundation and Introduction to Counselling students' results and course information in line with requirements for course completion.
- Facilitating the flow of relevant course and student related information between tutors, students and staff at all levels.
- Ensuring the website is updated with relevant Admissions information in a timely manner in liaison with the Quality Manager.
- Recording and tracking any difficulties concerning students (academic, pastoral, progression) which is identified by tutors.
- Attending and taking minutes at meetings as cover when required.
- Providing cover during periods of leave for Training Administrator.

This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties which fall within the ambit of the role, in discussion with the Director or Deputy Directors.

The post holder is expected to comply with all relevant policies, procedures and guidelines of The Minster Centre, including those on Equal Opportunities, Health and Safety and the Data Protection Act.

The preferred start date is 1st July 2019.

Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form, at interview if shortlisted, and, in some instances, through an exercise.

	Essential	Desirable
Qualifications and knowledge	Educated to at least A level or equivalent	Educated to degree level.
Skills/Abilities	<p>Excellent time management and the ability to take initiative and plan own workload with minimal supervision.</p> <p>Meticulous attention to detail.</p> <p>Ability to work in a job share, autonomously, independently and flexibly within a team.</p> <p>Ability to work effectively under pressure with competing demands and to tight deadlines.</p> <p>Excellent oral and written communication skills.</p> <p>Strong interpersonal skills including a proven ability to work effectively as a part of a team and an ability to relate to and work professionally with students and staff at all levels.</p>	
Relevant Experience	<p>Experienced in using a database.</p> <p>Excellent working knowledge and experience of Excel and be able to use Microsoft Office (Word and Outlook) competently.</p> <p>Experience of recording and maintaining data.</p> <p>Producing reports for management and internal use.</p>	<p>Have experience of working in a training or Higher Education (HE) environment and/or Admissions role.</p> <p>Awareness of the HE issues including students' consumer rights.</p> <p>Use of Salesforce or other student information database.</p> <p>Awareness of psychotherapy and counselling.</p>

Qualities/ Disposition	Friendly pleasant manner. An enthusiastic and flexible approach to work. Conscientious and diligent. Commitment to upholding confidentiality at all times. Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference. A commitment to the Minster Centre’s ethos and values. Empathy with the needs of teachers and students in a vocational therapeutic environment.	
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This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected on the form provided.

Please complete the application form and declaration and send it to our Operations Manager, Justine Walsh: justine@minstercentre.ac.uk