

HEREFORDSHIRE AND LUDLOW COLLEGE

Job Description

POST TITLE: Admissions Officer (Full time)

GRADE: 3

SECTION: MIS / Examinations / Admissions

RESPONSIBLE TO: Admissions Co-ordinator

JOB PURPOSE:

The Admissions Office incorporates the administration of enquiries, applications, interviews and offers for full, part time and short courses. Courses are delivered on the two HLC campuses as well as Ludlow College and various locations across the counties of Herefordshire and Shropshire.

HLC is committed to safeguarding and you will be expected to work to promote the College's Safeguarding policy and practice.

DUTIES AND RESPONSIBILITIES:

A flexible approach to the job is required as the duties may change within the scope of the post.

- To deal with day to day enquiries.
- To guide applicants through the application process.
- To advise applicants on the range of support services available within Learner Services.
- To be prepared to support the Admissions team to ensure a full service is available at all times.
- To support at open evenings, interview days/evenings and enrolment evenings both at Holme Lacy and Hereford campuses.
- To deputise for the Admissions Co-ordinator as necessary to cover annual leave.
- To support the College Equality and Diversity policy.
- To attend team meetings as and when necessary.
- To take an active role in the development of the Admissions team.
- To participate in the College staff appraisal scheme.
- To be prepared to undertake first aid training with a view to becoming a College First Aider.
- To undertake any other duties as reasonably required within the general scope of the post.

PERSON SPECIFICATION

Essential

- Excellent communication skills.
- A team player.
- Excellent administrative skills. IT skills equivalent to Level 2 (training will be available in relevant software packages).
- Pro-active approach with excellent customer care skills
- Good levels of literacy and numeracy (Level 2 equivalent)
- Good organisational skills.
- Ability to communicate effectively with students, tutors and external agencies.