

**JOB DESCRIPTION**

**POST: Admissions Assistant**

**LOCATION: UCFB Manchester Campus**

**SALARY: £ 22,000 - £23,000 dependent on experience**

**REPORTING TO: UG Admissions Officer/UCFB Admissions Manager**

**CONTRACT TYPE: Permanent**

UCFB is currently seeking an experienced and skilled Admissions Assistant. The post holder will be expected toprovide administrative support to the UCFB admissions team, dealing with applicant enquiries and assisting with the organisation of assessment events.

**KEY TASKS**

* To respond to UCFB admissions enquiries via phone, email and in person
* To support UCFB recruitment and conversion events and activies where required
* To input personal details from application forms onto UCFB records systems
* To laise with colleagues on other UCFB teams, building and developing strong relationships with academic and professional services colleagues
* To help plan and run UCFB Assessment days, arranging support from other teams within UCFB as apropriate
* To ensure that applicants send in evidence of offer conditions and supply all required information and chase up applicant responses
* To ensure that CRM admissions data is updated at all times
* To provide guidance and support to applicants and UCFB colleagues on admissions, application and UCAS procedures
* To provide support to the wider UCFB team during confirmation, clearing and enrolment
* To work flexibly and responsibly and undertake any other duties relevant to the level of the post

**Person Specification**

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| **HEI:** UCFB | **Location**: Manchester Campus |
| **Department:** Marketing & Recruitment | **Responsible To**: Admissions Manager |

| **Requirements** | **Essential** | **Desirable** | **Method of Assessment \*** |
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| 1. **Qualifications and Training** | A-level minimum | Degree | 1 & 4 |
| 1. **Previous Work Experience** | Office administration  Responding to customer enquiries |  | 1, 2 |
| 1. **Specific Knowledge/ Skills Abilities required** | Office administration skills  Excellent communication skills  Good time-keeping skills  Ability to work on your own initative  Effective team-working skills  Microsoft office competency |  | 1, 2 |
| 1. **Motivation /Attitude** | Attention to detail  Customer focussed  Professional approach to work  Reliable  Able to work under pressure and with multiple priorities  Flexibility  Excellent interpersonal skills |  | 1, 2 |

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| 1. **UCFB Values** | Always trying to be the best you can  Attention to detail  Equitable  Honesty  Integrity  Loyalty  Respect |  | 1 & 2 |
| **\*1=Application form; 2=Interview; 3=Test/Presentation; 4=Documentary evidence** | | | |

**Terms and Conditions of Employment relevant to post**

Job title: Admissions Assistant

Hours: 8:30am – 5:00pm, Full Time

Salary: £ 22,000 - £23,000 dependent on experience

Work base: Normally, UCFB Manchester Campus but any of UCFB’s

premises as may be required

Holidays: 33 days paid holiday, including the usual public holidays in England

& Wales

Benefits: Christmas/ New Year closure period (10 discretionary days inclusive

of bank holidays), cycle to work, Perkbox, birthday day off, annual

staff events, pension (statutory auto enrolment scheme),

occupational maternity/ paternity pay after qualifying period

**Subject to:**

*Satisfactory DBS check*

*Satisfactory completion of the Probationary period – 6 months*

*Compliance with Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006*

*Evidence of stated qualifications relevant to the post*

*Evidence of membership of relevant professional bodies as stipulated by the post*

*Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK*